SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER AS (15 CFR 700)	RATING	PAGE OF	PAGES
		1	79

2. CONTRACT NO.	3. SOLICITATION NO.	4. TYPE OF SOLICITATION	5. DATE ISSUED	6. REQUISITION/PURCHASE NO.
	DTOS59-08-R-00022	SEALED BID (IFB) X NEGOTIATED (RFP)	09/12/2008	08- X-0006

7. ISSUED BY	CODE: M-63	8. ADDRESS OFFER TO *(If other than Item 7)*
Acquisition Services Division, Office of the U. S. Department of Transportation 1200 New Jersey Avenue, SE, Room W83-484 Washington, DC 20590		**See Block 7**

NOTE: In sealed bid solicitation "offer" and "Offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in **1200 New Jersey Ave., SE, Room W83-484**, until **11:00am** local time **09/22/2008** (*date*).

CAUTION - LATE Submission, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10.FOR INFORMATION CALL:	A. NAME	B. TELEPHONE *(NO COLLECT CALLS)*			C. E-MAIL ADDRESS
		AREA CODE	NUMBER	EXT.	
	Carmencita D. Jones	**202**	**493-0130**		**Camemcita.jones@dot.gov**

11. TABLE OF CONTENTS

(X)	SEC	DESCRIPTION	PAGE(S)	(X)	SEC	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	50-56
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-3			PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
X	C	DESCRIPTION/SPECS./WORK STATEMENT	4-36	X	J	LIST OF ATTACHMENTS	57-61
X	D	PACKAGING AND MARKING	37			PART IV – REPRESENTATIONS AND INSTRUCTIONS	
X	E	INSPECTION AND ACCEPTANCE	38	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	62
X	F	DELIVERIES OR PERFORMANCE	39~43				
X	G	CONTRACT ADMINISTRATION DATA	44-46	X	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS	63-71
X	H	SPECIAL CONTRACT REQUIREMENTS	47-49	X	M	EVALUATION FACTORS FOR AWARD	72-79

OFFER *(Must be fully completed by Offeror)*

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days *(60 calendar days unless a different period is inserted by the Offeror)* from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT *(See Section I, (See Clause No. 552.232-8)*	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	Calendar Days (%)

14. ACKNOWLEDGMENT OF AMENDMENTS *(The Offeror acknowledges receipt of amendments to the SOLICITATION for Offerors and related documents numbered and dated)*	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER *(Type or print)*

15B. TELEPHONE NO.			15C.CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE	18. OFFER DATE
AREA CODE	NUMBER	EXT.			

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: 10 U.S.C. 2304(c) ( ) 41 U.S.C. 253(c) ( )	23. SUBMIT INVOICES TO ADDRESS SHOWN IN > *(4 copies unless otherwise specified)*	ITEM

24. ADMINISTERED BY *(If other than Item 7)*	CODE	25. PAYMENT WILL BE MADE BY	CODE

26. NAME OF CONTRACTING OFFICER *(Type or print)*	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

PART I - SECTION B
SUPPLIES/SERVICES & PRICE/COST

NOTICE TO OFFERORS

This is a full and open competition acquisition for large business concerns. Offerors are required to collect airline aviation traffic data for the Department of Transportation (Department), Office of Aviation Analysis. It is anticipated that from this Solicitation one firm fixed price, performance based, task order type of contracts will be awarded. The Statement of Work (SOW) identifies the work requirements of this Solicitation and the resulting contract award. Each offeror is required to provide proposed estimated hours, the unit price and extended dollar amount for Tasks 0001 – 0007 of Section B. Each resulting Task order (T/O) will stipulate the work to be performed.

The North American Industry Classification System (NAICS) Code for this Solicitation is 541611. The period of performance is for six (6) months. The Contracting Officer (CO) is authorized to make actions on behalf of the Government to amend or modify the contract terms, conditions and requirements. No changes or deviation from the scope of work shall be effected without a Supplemental Agreement executed by the CO authorizing such changes. Written communication to the CO shall make reference to the contract or task order number and mailed to the CO.

Each offeror's shall provide the estimated hours, unit price, and extended dollar amount to completed each task; as per thee Government's requirements, as specified in Sections B, C, and L and M of the solicitation.

(End of Section)

SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

SCHEDULE

Task	Description	Estimated Hours	Unit Price	Amount
0001	**Perform Alternatives Identification**	_____	$_____	$_____
0002	**Create a Scope Document:**	_____	$_____	$_____
0003	**Describe the Features and Function of the System**	_____	$_____	$_____
0004	**Refine System Requirement Specifications**	_____	$_____	$_____
0005	**Reconfirm the System Requirement Specifications**	_____	$_____	$_____
0006	**Create System Requirement Specifications**	_____	$_____	$_____
0007	**Evaluation of Available Commercial Software and Hardware**	_____	$_____	$_____

Offeror is required to provide the estimated hours, unit price and estimated extended contract dollar amount for the above services. See further details and clarification of Tasks 1 – 7 in the below Statement of Work (SOW).

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

1. STATEMENT OF WORK

1.a. Purpose

The Department of Transportation (Department) is addressing various deficiencies in its aviation traffic data and to align the collection of aviation traffic data received from airlines[1] with current airline industry systems and practices. The Department requests a proposal to perform scope definition and the requirements definition phase of a project to implement a new information system to process the Department's aviation passenger traffic and fare data.

The Department initiated a revision of the rules governing the collection, processing, and dissemination of aviation industry data by issuing a Notice of Proposed Rulemaking (NPRM) on February 17, 2005. The NPRM proposed that the Department collect additional data elements that it currently lacks, and it proposed a new collection methodology. Interested parties responded with comments on the proposed rulemaking.

This RFP is being issued within the framework of the NPRM. Therefore, proposals must reflect that the offeror understands that the recommended solution should be limited to concepts that were included in the NPRM. The recommended solution must not include any data elements beyond what were proposed in the NPRM; must change the reporting rules to be aligned with current airline processes; and must balance the various stakeholders need for information with the airlines' need to protect sensitive information.

There are seven Task Orders included in this solicitation. The Department is soliciting bids (1) to verify the feasibility of some of the Department's proposed changes to collecting aviation data, and to explore the modifications to the Department's proposal as described in the comments to the rulemaking, (2) to define and document the scope of an information technology data warehouse system that integrates itinerary information reported in the Origin - Destination Survey of Airline Passenger Traffic (O&D Survey) and flown segment information reported in the T100 and the T100(f), (3) to apply a structured approach using automated data requirements management tools to identify the functions and features that must be incorporated in the system, (4) to refine the requirements, (5) to review and reconfirm the requirements with the Departments review board, (6) to finalize and turn over specifications to the Department, and (7) to provide an evaluation of commercially available software that would serve, or partially serve, the Department's needs if any is available.

Data warehouse in the context of this RFP, means a repository of electronically stored data designed to facilitate analysis and reporting. This includes the data organization concepts that are sometimes referred to as a data mart. There is no one specific data warehouse product contemplated by the department at this time. However, the Department's Chief Information Officer currently lists Oracle as the default relational data base management system (RDBMS) platform.

[1] The term "airline" will include all the participants in the aviation industry that are otherwise known as Certificated Air Carriers, Commuter Air Carriers, Air Carriers, and Foreign Air Carriers.

1.b. Goals of the Aviation Traffic Data Modernization Project

The primary goal of the Aviation Traffic Data Modernization Project is to provide useful, factual information about scheduled passenger air travel to, from, and within the U.S. to industry and the public in a timely fashion. The project will:

(1) Collect and store information that policy makers require to discharge their duty to develop and maintain a sound air transportation system in a way that is consistent with the Department's policy mandate,
(2) Align data collection with modern passenger revenue accounting methods in a way that will, to the greatest extent practicable, minimize the data reporting burden on air carriers,
(3) Collect and disseminate information that enables users to understand and analyze air travel, the purchase of air travel, and the taxes on air travel, from, to, and within the U.S,
(4) Track and manage information in a manner consistent with the Department's Information Dissemination Quality Guidelines (http://dms.dot.gov/ombfinal092502.pdf,)
(5) Integrate data elements to allow seamless association of attribute information in the O&D Survey, the T100, and the T100(f) and all other ancillary data in order to maximize the usefulness and effectiveness of the information.
(6) Protect the trade secrets of corporations.

1.c. Summary of Aviation Traffic Data Problems and Issues

The Information Technology Management Reform Act of 1996 reaffirmed that Federal agencies have a responsibility to provide to the public information that is consistent with their missions. Agencies discharge this responsibility by providing information as required by law and providing other such information as is necessary or appropriate for the proper performance of the agency's function. In determining whether and how to disseminate information to the public, agencies are to take advantage of all dissemination channels in a manner that achieves the best balance between the goals of maximizing the usefulness of the information and minimizing the cost to the government and the public.

It is the aviation policy of the United States (U.S.C. 40101(a)(7)) to develop and maintain an air transportation system that is sound and responsive to the needs of the public. To that end, policy makers must have accurate and timely metrics that enable decision makers to reach timely, well-informed decisions that align the air transportation system to the present and future needs of commerce, national defense, and the carriage of mail. Only through accurate measurement of the aviation industry can the Department fulfill its mandate to disseminate information that is necessary to obtain the benefits of a deregulated, competitive airline industry.

The Department has made a significant effort to evaluate the current system of gathering aviation traffic statistics and to plan for the system's modernization. In 1998, the Department published an Advance Notice of Proposed Rulemaking (ANPRM) to solicit ideas and opinions from the public. Follow up interviews with various industry representatives provided the Department with recommendations for improvements to the collection of data. The Department examined and documented its statutory obligations that require statistical data, the needs and uses of other governmental entities for statistical data, and the needs and uses of non-governmental entities for statistical data. The Department then documented the deficiencies of the current system.

The O&D Survey was mandated by 14 CFR Part 241 Section19-7 to collect information about airline passengers and fares. The core list of data elements for the O&D Survey and the selection of the operating carrier as the reporting carrier was made in 1947 when routes and fares were regulated. At that time, travelers took the most direct route to their destination, did not tend to purchase their tickets in advance, and paid easily calculated aviation taxes. Airlines had not yet invented franchise and alliance code sharing. Also, airlines' ticket processing was done by hand and revenue was booked using an estimated value of the flight coupons. Because airline accounting processes were largely manual, the Federal government collected a minimum amount of information about airline passengers in order to minimize the burden on the airlines.

The original O&D Survey design minimized the reporting burden by not collecting ticket issue date. Passengers tended to purchase and use the ticket in the same quarter that it was reported because the regulated industry, for the most part, did not reward advance purchase of tickets. Today, advance purchase incentives make the O&D Survey much less predictive of the number of passengers that purchase tickets each quarter than it was in the regulated era. Where once policy makers could safely infer that ticket purchases were closely associated with first use of the ticket, advance purchase incentives have changed the marketplace. Due to this collection limitation, the O&D Survey does not accurately represent tickets purchased in a quarter.

The original O&D Survey design minimized the reporting burden by not collecting information about flight numbers, flight dates, and flight times because, at the time, passenger movement in the same general direction was equated to a one-way trip. However, the concept of a one-way trip being tied to the passenger's continued movement in the same general direction is antiquated. The method worked well when entry into and exit from airline routes was restricted and fares were regulated because there was nothing to discourage passengers from proceeding directly from their point of departure to their point of destination. In 2008, hub and spoke route systems, fare discounts offered to passengers who accept connecting service, and the incentive to accumulate mileage based awards have made the assumption that passengers take the most direct route to their destination obsolete. Due to these collection limitations, the Department is left with inadequate means of determining when a passenger is ending one trip and beginning a new one. The ability to construct a passenger's true origin and destination is critical to understanding the airline industry's operating and competitive structures.

The O&D Survey did not originally collect information about taxes because doing so was unnecessary. Taxes could be inferred by a simple calculation using a percentage of the fare. Today, the combination of often changing excise and departure taxes and fees makes the job of deciphering the airline's tax burden much more difficult. The dates that taxes and fees are imposed and the dates that tax rates are adjusted is public knowledge, but the O&D Survey does not collect the ticket's issue date. Thus it is impossible to know what taxes are applicable on the day the ticket is sold. This collection limitation makes it impossible to differentiate the amounts of fare and taxes.

In the NPRM, the Department documented several other deficiencies in the current O&D Survey that impact policy makers' understanding of the marketplace. For example, at a time when the ticket processing was all performed manually, limiting the O&D Survey to the 10% sample was a significant savings over collecting 100%. However, a small sample size renders information about the smallest aviation markets effectively useless. This limits the value of the O&D Survey for monitoring funds spent on Federal government programs to support air service in small markets.

The T100 was mandated by 14 CFR Part 241 Section21-25 and the T100(f) was authorized by 14 CFR Part 217 to collect information about airline traffic after the flight activity has taken place. The Department's T100 and T100(f) segment data collection programs were developed independently of the O&D Survey, but they share basic data elements, such as passengers carried, by route and airline. The counts of enplaned and onboard passengers from the T100 and the T100(f) are used as benchmarks to obtain a measure of the validity of the O&D Survey. However, the Department does not create a dynamic connection between the segment data and the O&D Survey data in the way that a data warehouse would provide. Moreover, using the count of "T100 Segment" passengers as a validity check for the O&D Survey is problematic, because the T100 is designed such that the airlines report the count of flown passengers in a given length of time (the month,) while the O&D Survey is not designed such that airlines report the passengers that fly within a given length of time (the quarter.) Whereas in the past there was a predictive relationship between three months of the T100/T100(f) and one quarter of the O&D Survey , in the current aviation marketplace the advance purchase of tickets and substantial differences in ticket usage in the months that bound the calendar quarters have substantially reduced the validity of this benchmark. The use of actual passenger counts to authenticate the O&D Survey is possible only because of the liberal use of "adjustment factors." The NPRM sought to remedy this problem by proposing that flight date be collected for both the O&D Survey and the T100/T100(f).

Given the substantial deficiencies of the current aviation data collection systems, improving the effectiveness and efficiency of the Department's methods of gathering and disseminating aviation information to the public is critical to the Department's fundamental mission.

The NPRM proposed goals for the modernization of the system, a specific set of data elements to be collected by the Department, and an overall description of the airlines' responsibilities to report data. It specifically solicited comment on adopting industry-wide standards such as methods for dividing itineraries into a series of one-way trips. In addition, the NPRM requested comment on the sample size the Department should use for the data. The NPRM solicited comment about the most appropriate data to disseminate and the timing of the data dissemination. Because one of the goals of the effort to modernize the Department's aviation data is to reduce the burden of collection on the airlines, comments from airlines that address this topic were of particular interest to the Department.

The Department received substantive comments from ten organizations or groups, and limited comments from additional organizations. Whereas no party supported the NPRM as written, overall the commenters were supportive of the effort to make improvements in the data and the methodology used for its collection. Of those airlines that supported improving the O&D Survey, the commenters agreed that designating the ticket-issuing carrier as the carrier that reports the ticket would simplify reporting, reduce mistakes, and enhance accuracy. These commenters declared that this change necessitates the participation of foreign carriers in the O&D Survey reporting whenever the foreign carrier is the ticket-issuing carrier.

In addition, there was overall support for separate reporting of fare from taxes and fees, although most wanted taxes and fees consolidated in a single amount. Most supported an increase in the sample size, although no commenter provided statistical analysis for determining the most appropriate sample size and no commenter addressed the problem of guaranteeing a random sample if sampling were to continue. There was broad agreement that the Department should discontinue use of the "directional passenger" concept in favor of an industry standard "one-way passenger" concept, although no commenter submitted a methodology for defining a one-way passenger.

All commenters agreed that shortening the current 45-day reporting requirement would compromise accuracy and increase costs.

The Department took the position that some of the information it will collect under the proposed rule is competitively sensitive and, therefore, the NPRM sought comments on the nature and timing of the data dissemination. Comments about the sensitivity of this information varied widely. Some commenters said that all data collected should be disseminated. Some commenters were concerned that much of the information that the Department would be collecting under the proposed rule would be highly sensitive, and some identified one or another specific combination of elements that should be withheld from dissemination because they believed that the identified combinations would be competitively sensitive. However, except for the specific objections to identified combinations, none of the commenters provided the Department with the requested guidance about the information that should be disseminated.

The Department presented evidence that the current sampling methodology was inadequate in sample size as well as evidence that the airlines can no longer guarantee a random assignment of ticket numbers. The NPRM discussed the possibility of imposing the use of ticket numbers on airlines that currently do not use ticket numbers and discussed regulating the assignment of ticket numbers to assure randomness of the sample, but did not propose that course of action as the recommended solution. Instead, the NPRM proposed to abolish the sample and move to a system that collects information from all ticketed itineraries. The NPRM requested comments on solving the problem of obtaining a random sample and requested recommendations on the sampling constraints that should be imposed in order to calculate the sample size that is adequate for the Department's and the public's need for accurate information. No commenter proposed either a methodology for creating a random sample or attempted to provide calculations for a sample size other than the Department's recommended collection of 100% of ticket data.

American Airlines submitted a comment stating that the Department could obtain the detailed flight leg information it requires more efficiently than the method proposed in the NPRM. The NPRM proposed that the reporting carriers derive the flight stage information and obtain all information about code-share arrangements of all flights on the ticket. This is not a process that is performed by airlines in the normal course of business, and American pointed out that the Department could perform this process itself. American noted that the Department's proposed requirement to improve code-share reporting significantly increases the burden on the industry since every airline would have to create a process for deriving flight stages and for obtaining code-share information. The Department, they reasoned, would only have to build the software to perform this process once and it could employ that software for use in processing the data from all carriers, resulting in a more uniform product. Uniform processing is a noteworthy goal, and would be a significant improvement over the current O&D Survey rule requiring the airlines to identify flight stage data for some flights but not for all flights. No other carrier commented on this alternative process.

This proposed alternative is of great interest to the Department as a way of reducing the cost of compliance on the carriers and as a way of guaranteeing uniform data collection and validation. Nevertheless, this alternative requires further scrutiny. American Airlines' assurance that the proposed alternative way of processing the flight stages is successfully accomplished for American Airline's internal information purposes does not necessarily indicate that it will work for all carriers and, therefore, for the Department.

In addition, the NPRM articulated the need to keep the O&D Survey data congruent with T-100/T-100(f) for validation purposes. The NPRM asserted that the Department's ability to validate the data that goes into deriving the one-way trips is dependent on getting commensurate, robust T-100/T100(f) information by flight and by date. Making changes to the O&D Survey without making the commensurate changes in the T-100/T-100(f) would leave the two data collection systems focused on two different levels of aggregation. Some commenters argued that there was sufficient information to validate the new O&D Survey without making changes in the T100, but no commenter offered an analysis to show how this could be accomplished.

1.d. Proposed O&D Survey System overview:

Proposed O&D Survey data collection:

As proposed in the NPRM, the ticketing air carrier would select a ticketed itinerary[2] for reporting to the Department as soon as it recognizes for the first time that the passenger has used the ticketed itinerary for transportation. The ticketing air carrier may submit the data directly to the Department, or it may chose to use the services of an intermediary that provides data reporting services for one or more ticketing air carriers, but responsibility for the accuracy of the data remains with the ticketing air carrier.

The Department must provide facilities to enable the data reporters to efficiently transfer information about ticketed itineraries to the Department. The Department will monitor the transmission and perform such processes that are required to assure proper and successful delivery of the data. The Department's goal of timely and accurate dissemination of information is dependent on timely and accurate reporting by the ticketing carriers. Therefore, the system's monitoring capability must be able to alert Department personnel when official intervention is necessary in order to assure a ticketing carrier's compliance. The purpose of the initial collection process is to assure data delivery and storage. Rigorous measures to assure data quality will be applied during the data transformation, edit and storage processes.

The Department's data quality guidelines require that all government processes be repeatable. Therefore the Department will store the original submission records without alteration so that they are available as a contingency to use in recreating lost or corrupted data should that action ever be necessary. The data will be retained in the data reporter's transmission format until such time as the data transformation, edit, and storage processes are completed for the transmission. After successful processing, the transmission files will be archived. As with all archive processes, authorized Department personnel will have the ability to set the retention period and will have the ability to change the retention period at any time in the future when the Department deems it necessary.

Retaining knowledge of the data reporter, the date of the data submission, and the ticketing air carrier is important. Under some circumstances, the Department may determine that a file does not meet the minimum quality checks for a data submission and, subsequently, request a data reporter to correct the deficiency and resubmit a full or partial submission. Also, the data reporter may decide that circumstances require it to replace either a partial or an entire submission. The system

[2] The term "ticketed itinerary" is the contract for carriage between one or more passengers and an airline. It is used as a substitute for the traditional terms "ticket," "electronic-ticket," "primary ticket," and "conjuncted ticket" in order to avoid miscommunication resulting from the physical nature of the contract for carriage.

must provide for the receipt and processing of the records under these circumstances and minimize the human intervention required to process replacement files and records.

The system must be able to receive, store, protect, and maintain information that is needed from other sources. Some of these other sources will be from outside entities, such as schedule files from the Official Airline Guide (OAG.) Some will be maintained within the Department such as airline and airport information. The Department already maintains much of the data that the system will require. The Contractor must reconfirm which of the existing storage processes can be incorporated into the system and identify new process requirements.

O&D Survey Data Transformation, Edit and Storage:

At the appropriate time (usually triggered automatically but sometimes triggered via a manual override by an authorized Department employee), the system will process the airline's submitted records into useful information using standard data warehouse concepts. The system will keep the information about passenger travel in the Department's aviation data warehouse.

The data arrive as ticketed itineraries with a string of airports and information about travel from one airport to the next. Each ticketed itinerary can potentially contain information about travel that takes place in the current month and in any month up to 11 months in the future. Whereas the travel described on a ticketed itinerary can span many months, most analysts prefer to combine all the flight data that takes place within a specified time period (e.g. a day, a week, or a month) for their analysis. More often than not, analysts want to examine the data representing travel between specified airports (or groups of airports) within a specified time period. Therefore, the need to understand when the passengers' flights should be combined together as a single analytical unit (multi-flight one-way trips) is an important component of the Department's requirements.

In addition, the data transformation process will have the ability to allocate a portion of the ticketed itinerary fare to each of the one-way trips. The software will have the ability to derive the world area codes, the miles between airports, and any other transformations of the data that the Department may prescribe. These, and other data transformations as yet unidentified, must be included in the system design.

As each ticketed itinerary is transformed from the transmission file format into the aviation data warehouse, the system will apply more rigorous quality control measures than were applied at the time the transmission record was originally accepted. Data quality will be checked at every point at which data transformations take place. The data will be measured, analyzed, and standardized to assure that the data passes the Department's data quality standards. Data for each element will be evaluated against the data element's permitted values. Numeric fields will be checked for reasonability within a range of acceptable values. Numeric value fields can also be compared to average values received in previous transmissions, for example. The contract deliverable document must clearly describe the processes to maintain the system's data integrity. The Contractor must recommend a range of acceptable values that will be permitted for identified data elements.

O&D Survey data aggregated trip validation:

At the appropriate time, the data must undergo additional accuracy and reasonability testing in preparation for dissemination. During the initial load phase, the processes that validated the reasonability, validity, and integrity of each passenger itinerary performed quality control tests on only one ticketed itinerary at a time.. The processes did not have the ability to apply a reasonable standard to detect whether there were too many or too few ticketed itineraries representing

scheduled travel for a given day, week or month. Itinerary based quality control checks are important, but equally important are the travel date based quality control checks that can detect problems in the volume of passenger itineraries submitted to the Department.

Since the Department currently collects neither ticketing date nor flight date, the Department currently has only a limited ability to conduct such validity checks. The current O&D Survey is disseminated on a quarterly basis, and the ticketed itineraries are grouped together by the quarter they are reported to the Department. This methodology does not satisfactorily inform the data user about either travel sold in the quarter or travel that takes place in the quarter. Based on the proposed rule, the Department will have the ability to aggregate and disseminate information on the basis of either the passengers' ticketing dates (or ticketing month) and the passengers' flight dates (or flight month.)

The proposed reporting methodology (ticketed itinerary is reportable with first use) will enable the Department to accumulate accurate data based on ticketing date only after almost a year past the month in which the tickets were sold. This is because itineraries are reported when they are first used, not when they are sold. Since the initial flight date can be months after the issue date, the only way to guarantee that all tickets sold in a given month have been reported is to wait eleven months. Therefore, the Department's dissemination, strategy must necessarily be based on disseminating information organized around flight date (e.g. the aggregate passengers traveling on/in a given day, week, or month.)

The system must employ quality control checking that accumulates only the information from one-way trips scheduled for travel in the reporting month from all of the ticketed itineraries that have been submitted by airlines over the course of the previous year. To discover whether or not the volume of travel is reasonable, the system will check the accumulated month of travel data against the anticipated amount of travel expected for the month. The anticipated volume of travel can be predicted using the history of travel volume accumulated on a national, regional, or route basis. The expected volume of travel can also be obtained from an examination of other accumulations of monthly travel data such as the T-100/T-100(f). The Department anticipates that one month of T-100/T-100(f) should be within a percent or two of the accumulated flight leg data of the same month from the O&D Survey, but the differences in collection methodology preclude a perfect match.

The system will automatically generate diagnostics based upon the validation tests used to determine the quality of the data to be disseminated. Validation problems that are of low severity will not serve as a reason for interrupting the normal flow of data dissemination. However, high severity validation problems, or a large accumulation of low severity problems will, from time to time, prompt the Department to interrupt the normal flow of the dissemination process in order to investigate the validation problems. Identifying the decision points which the software should use to trigger an interruption of the periodic dissemination process is a key component of the proposed system. The procedure for interrupting the data dissemination must include reporting the circumstances of the interruption decision, which will inform the responsible Department personnel of the circumstances to investigate.

When validation problems are found, the Department will investigate. When appropriate, the Department will have the ability to repair the aviation data warehouse through either a manual or automated procedure in accordance with the nature and severity of the problem. When appropriate, the Department will contact the reporting carrier to resolve the validation problems. As stated in

the description of the collection of O&D Survey data, the system will be able to process any data resubmitted by the airlines with no (or minimal) human intervention. The Department will be able to repeatedly test the data to be disseminated until it satisfies the validity checks. From time to time an airline's data will not conform to the predicted benchmark data profile using normal validity checks, yet the airline will confirm that their submitted data is correct. In order to handle these situations, authorized Department personnel will have the ability to override the validity check that stopped the processing.

O&D Survey data dissemination:

Certain O&D Survey data (as identified in Task Order 1, issue 6) will be disseminated periodically (each month as currently proposed in the NPRM.)

Based on evaluation criteria that have yet to be determined, the system will detect when sufficient data has been accumulated such that the regularly scheduled dissemination process can begin. The evaluation criteria used to begin the dissemination process will include such things as assurance that ticketing data has been received from all ticketing carriers and assurance that the count of tickets received from each ticketing carrier is reasonable.

Once the data clears the validity checks, the system (or authorized Department personnel) will trigger the set of processes that will generate internal reports for authorized Department personnel to examine prior to authorizing data dissemination. The exact nature of these reports will have been documented in the system scope document produced in Task Order 2.

The system will have the ability to catalog significant O&D Survey events which may have bearing on the usefulness of the data. Authorized Department personnel will have the ability to manually log significant events. In general, significant events will be those that could have a material effect on the validity checks or the usefulness of the data. For example, labor unrest at an airline should be noted in the year it is happening as an explanation for lower than expected performance. Information about it may have applicability in future years as a way of explaining abnormal year-over-year comparisons of data. The Offeror's deliverable will include recommendations regarding the structure of a significant aviation events database such that the information stored will maximize the usefulness of the O&D Survey and T100 departure data to the data users.

From time to time, the airlines request reporting waivers from the Department. Reporting exceptions and exemptions that the Department grants sometimes affect the quality, utility or integrity of the data that the Department disseminates. Those that do will be recorded as significant events. Those reporting exceptions and exemptions that do not rise to the level of significant events must still be tracked and recorded. The Offeror's deliverable will include recommendations regarding processes for tracking requests for reporting waivers and the status of the waiver requests such that the waiver can be disclosed as significant event to O&D Survey users if authorized Department personnel choose to characterize it as such.

O&D Survey design considerations:

The automated features of the system will enable uninterrupted receipt, processing, and dissemination of data when the system detects conditions for which there exists an automated response. However, from time to time, the automated response will not be appropriate for the circumstances. That these situations will arise is predictable and inevitable, so the system design must include provision for controls which will allow authorized Department personnel to override an automated process. The system must be designed to allow authorized Department personnel to

hold processes that would otherwise be automatically begun, and, conversely, to allow authorized personnel to manually trigger processes that the system would otherwise hold.

From time to time, conditions in the marketplace or policy reevaluations may cause the Department to revise some element of the system's automated processing features. The system must track and manage automated decisions in a way that enables revisions. The values established for decisions, such as the number of months data is kept before archive or disposal must be easy to change by authorized Department personnel.

The system must also be able to track and manage the identities of Department personnel that have authority to manage various aspects of the system. Multiple categories of authorization will be necessary to differentiate those persons authorized to; (1) operate the system under normal circumstances; (2) override normal processes; (3) change values that are based on Department policy.

1.e. Proposed T-100/T-100(f) System Overview

T-100/T-100(f)
As discussed in the NPRM, each operating airline would collect information about departures for reporting to the Department. The airline would summarize flight statistics to the calendar day instead of summarizing to the calendar month.

Each reporting air carrier will electronically transmit data about dispatched flights as may be specified in the regulation as adopted in the final rule. The Department must provide facilities to enable the data reporters to efficiently transfer information about ticketed itineraries to the Department. The Department will monitor the transmission and perform such processes that are required to assure proper and successful delivery of the data. The Department's goal of timely and accurate dissemination of information is dependent on timely and accurate reporting by the ticketing carriers. Therefore, the system's monitoring capability must be able to alert Department personnel when official intervention is necessary in order to assure a ticketing carrier's compliance. The purpose of the initial collection process is to assure data delivery and storage. Rigorous measures to assure data quality will be applied during the data transformation, edit and storage processes.

The Department's data quality guidelines require that all government processes be repeatable. Therefore, the Department will store the original T-100/T-100(f) submission records without alteration so that they are available as a contingency to use in recreating lost or corrupted data should that action ever be necessary. The Department will monitor the data received from the reporting carriers. The Department's goal of timely and accurate dissemination of information is dependent on timely and accurate reporting by the carriers. Therefore, the system's monitoring capability must be able to alert Department personnel when official intervention is necessary in order to assure a carrier's compliance. The purpose of the initial collection process is to assure data delivery and storage. Data transmissions will be evaluated for completeness in size and content and a minimum of quality checks on the data received in the transmission. Rigorous measures to assure data quality will be applied during the data transformation, edit and storage processes.

Data that passes the quality checks will undergo processing that uses internal Department data and external data to add value to the information transmitted by the reporting air carriers. The software will derive the world area codes and the miles between airports and any other transformations of

the data that the Department may prescribe. The original data and the derived data will be loaded into the Department's database of information, aviation data warehouse.

The Department must continue to have the ability to receive and hold data pending and examination for reasonability and quality. If the correction of a data submission or content problem requires retransmission of the data, the system must be sufficiently flexible to accept the corrected data with a minimum of manual intervention by Department personnel.

When validation problems are found in the T-100, the Department will investigate. When necessary, the Department will contact the reporting carrier's designated carrier liaison officer to resolve the problems. Once the preliminary T-100 clears the validity checks, the software will automatically prepare the data for dissemination. The exact nature of any additional checks beyond what is performed by the Department currently has not been determined.

All reporting exceptions and exemptions that the Department grants will affect the quality, utility or integrity of the data that the Department disseminates and, therefore, information about all applicable reporting waivers granted to T-100 reporting carriers will be disclosed automatically with the disseminated datasets and reports. The Offeror's deliverable must include recommendations regarding the structure of the disclosure of potential problems that will be published when disseminating the monthly T-100/T-100(f).

The extent of the reasonability and quality checking that will be included in this effort will be determined in the tasks designed to set the scope of the modernization effort.

1.f. Objectives of this RFP

This phase of the Aviation Traffic Data Modernization Project has two objectives. The first objective is to resolve the issues left open at the end of the NPRM comment period and create a system scope document. The second objective is to refine the system scope document by identifying, defining, and describing the business requirements as a set of system deliverables.

1.f.i. Create a System Scope Document

The first objective is to reexamine the issues surrounding the features of the Department's aviation data collection rules for which the Department sought comment in the NPRM but that remain without consensus following the comment period of the NPRM. The Department must decide what will be included in the system design, what will be excluded from the system design, and what will be deferred for future development.

The Contractor will use aviation industry knowledge and expertise to identify and document the (1) feasibility, (2) desirability and benefit, and (3) the detriment and cost of the contractor's recommended solution to each unresolved issue. Using the identified project goals in section 1.b and the Contractor's knowledge and experience as a guide, the Contractor will recommend a course of action for each issue. Taken together, the documented alternatives and recommended course of action will allow the Department to make an informed decision about the structure and composition of a system to deliver the functionality required to fulfill the Department's statutory mandate. The Department's project sponsor, the Director of Aviation Analysis, will promptly make a final ruling on whether the Department will adopt the recommendations, so that the contractor will know what recommendations will be included in the scope.

The Contractor will then create a scope document. The document will serve as the definitive statement of the functionality of the proposed system. It will be a description of the major features,

system capabilities, assumptions and constraints as envisioned by the Department's project sponsor. It will identify, to the extent possible, the boundaries of the Aviation Data Modernization project so that stakeholders can know what is included and what is excluded from this current data modernization effort. This document shall serve as the guideline for making decisions during planning, construction, and implementation of the system.

1.f.ii. Describe the Functions and Features

The second objective is to further identify, define, and document the detailed descriptions of the functions and features of an integrated aviation information system at a more detailed level than the scope document. The identification, analysis, definition, and description of these functions and features comprise the requirements definition phase of the Aviation Data Modernization project, and the final list of functions and features will be considered the basic requirements of the new system. The descriptions will be fully developed deliverable-oriented business requirements entered in a widely recognized and available information technology requirements management system. They will be described in sufficient narrative and technical detail such that non-technical stakeholders can understand the system's capabilities, and information technology system architects can use the system's operating and performance specifications to create a technical system design.

The requirements definition activities are envisioned as a three step process. In the first step, the Contractor will assemble a core project team to create a preliminary description of the system's required functions and features using the core project team's own knowledge and experience.

In the second step, the list of requirements will be refined. A range of Department and external stakeholders will be consulted to add additional information about how those functions and features should be described and to identify additional functions and features that were not identified in the first step. The system functions and features for the data warehouse should reflect the contractor's best judgment. We anticipate that the contractor will have sufficient expertise in the airline industry that the interviews with aviation stakeholders will be used to clarify and illuminate the contractor's understanding of the aviation data user's needs, not to discover them for the first time.

Using standard information technology requirements gathering techniques, the system requirements will be documented in a recognized, commercially available requirements documentation software package. At the end of this step, the Contractor will have assembled a comprehensive set of system requirements.

In the third step, the Department's project sponsor will appoint individuals to a review panel which will serve to reexamine the correctness of the entire set of requirements that were collected from all the stakeholders involved in this phase of the data modernization effort. In addition, the review panel will verify the documented relationships and dependencies between the identified requirements. The Contractor shall conduct a presentation of the system requirements to the panel as a set of individual requirements (with each requirement discussed individually), and as a comprehensive, integrated package of descriptions of the functions, features and capabilities of the system.

1.g. Preliminary Description of Aviation Data System Functions

The scope of the aviation data modernization will include the creation of a complete set of processes necessary to accept, validate, transform, store and disseminate the O&D Survey

information. The scope of the system will also include the storing of the T100 and the T100(f) data in an integrated data warehouse format along with the O&D Survey information. Whether the scope will include all the processes to accept, validate, transform and disseminate the T100 and the T100(f) depends on the decisions made at the end of Task Order 1. The processes to accept, validate, transform, store and disseminate the T100 and T100(f) may not be included in the scope of this phase of the data modernization project if the Department decides not to change the collection process for that information.

The design of the final system should maintain the highest level of "conceptual integrity," that enables the smooth integration of the information from the O&D Survey, the T100, and the T100(f). Accordingly, the Contractor must approach the analysis of the system requirements from a holistic point of view. This requires that a system reflect a single philosophy and that its specification flows from a holistic integrated perspective as seen by the user. All aspects of the system design are therefore integrated to the fullest extent possible to produce a system that is efficient and maximizes the data integrity at all points in the business process.

For example, data elements that identify airports and carriers have a variety of attributes that the system must efficiently organize and track, e.g. carrier name, carrier group (as assigned by the Department), and carrier designator code. Airport attributes include airport name, city, state, country, and World Area Code (WAC). Each set of both carrier and airport information must be organized in a manner that allows for the seamless association of the attribute information to the O&D Survey, the T100 and any other aviation oriented data the Department maintains in order that the production business process and the end user analysts can use the information with little or no exception programming required. The architecture of the system must maintain referential integrity across all of its data sets so that data are consistent in their references to commonly shared data.

The Department has determined that the following sets of functions must be considered in designing an effective plan for this project and therefore constitute a preliminary list of high level system functions.

1. Collect and hold timely and reliable aviation oriented information from airlines.
2. Collect and store information sent from other entities
3. Track and manage information that the system needs to process data.
4. Load data into production system.
5. Edit and transform data into useful information using standard data warehousing concepts.
6. Store and maintain aviation oriented and other related data.
7. Track and manage identified problems and concerns.
8. Archive the data.
9. Protect the data from unauthorized access.
10. Protect the data from loss.
11. Validate data on multiple dimensions of aggregation and across subsystems.
12. Disseminate information products that meet the needs of the users internal to DOT, industry, and the public.
13. Track and manage information about significant events.

(1) *Collect and hold timely and reliable information.*

Federal regulation will specify the data elements that the participating carriers must report and the reporting schedule. The means and the format of the data transmission that will serve to move the data from the data reporters to the Department has not yet been determined. Regardless of the

means and format, the actual movement of data from the data reporter to the Department is dependent upon the readiness of both the data reporter to send it and the Department to receive it. Therefore, the receipt of data is not entirely under the control of the Department. In order to control the process of loading data to the Department's data system, the received O&D Survey data, (and, potentially, the T100 and T100(f) data) will be collected in temporary holding facilities until the system is ready to extract it for processing. The data will be received and stored in accordance with the Department's enterprise architecture plan.

Preliminary verification procedures will be designed that are appropriate for receiving data from data reporters. For example, the system could assure that the number of records received matched the number of records the data provider sent. The system could also compare the count to the count of records received in an earlier transmission such as the same month in the prior year as a rudimentary volume quality check, but leave more sophisticated quality control checks of the content for later processing. All information about the transmission monitoring process will be quantified, recorded, and tracked over time.

If the Department has questions about the transmitted data, the system will have the ability to hold data in the temporary holding facility indefinitely until the Department can contact the carrier and resolve data submission problems. If the reporting carrier retransmits data, the Department's software will be sufficiently flexible to accept the corrected data with minimal manual intervention.

Federal regulation will specify the minimum reporting schedule per the discussion of this topic in the NPRM. The system will be capable of automatically tracking the receipt of actual transmissions compared to the planned schedule of received transmissions in order to assure that the no data transmission has been missed. The design will include processes to assure that the entire transmission is received.

The Department will determine for each airline (or for each airline category if it is determined that many reporting carriers can be handled in the same manner) the trigger point at which the system declares the data to be overdue. The system will have the capability to notice when a participating carrier's submission has been delayed longer than its grace period allows, and will notify the designated responsible Department personnel. Authorized Department personnel will have the ability to set (and to alter) the length of the grace period.

There are approximately 250 million itineraries issued per year in the U.S. today. The design will include facilities to receive and store data transmissions that can accommodate the current volume of data. The system must also be scalable such that it will be able to accommodate the demand for travel that is forecast by the FAA for the coming years.

The Contractor must provide recommendations for validity checks the system will use to decide to reject a record and for validity checks the system will use to decide when to reject an entire data submission. A small number of rejected records may not be sufficient volume to reject the entire file, but the Department must have a threshold/trigger point that signals that the entire transmission might be deficient in data quality.

The system design will provide the authorized Department personnel with periodic reports containing information about each data providers' submissions, including the count of records with data quality problems. The Contractor must recommend appropriate measures of data quality.

(2) *Collect and store information sent from other entities*

The Department's system design will include the ability to receive and store information from other sources. For instance, if the need for outside data such as flight schedules from the Official Airline Guide (OAG) is identified, then the software design will include processes to receive the data and the storage design will include facilities to store such information. Information will be received and stored in accordance with the Department's Enterprise Architecture plan.

Verification procedures will be designed that are appropriate for receiving data transmissions from other sources. The system will monitor receipt of data transmission, monitor data quality characteristics of the content of the transmission, and determine when each collection of data from other entities is overdue. The receipt and acceptance of data will be automated to the extent possible, but authorized Department personnel will have override authority to put on hold any transmissions that the system would otherwise accept and to trigger any transmission that the system would otherwise have on hold.

(3) *Track and manage information that the system needs to process data*
The system will be designed such that authorized Department personnel will have the ability to store, track, and manage its collections of information in a centralized and easy-to-use fashion. The information collections include not only carrier submitted submissions from (1) above and any other collections of data from (2) above, but also all of the information required to manage the system, including processing rules, permitted values for use in quality assurance, and pre-computed historical data values for use in predicting anticipated future events. This information may be received from outside sources, or it may be created and maintained internally by authorized Department personnel. All of the information and controls used by the system must be accessed in a centralized and uniform manner so that authorized Department personnel can easily find and navigate to edits, settings, and control features.

Information coming together from many different places must be integrated and standardized into a single working system of information in order to maintain consistent quality and usability. Information consistency depends on all related information being stored in such a way that new information is always added within the context of existing information. Internal data attributes such as information kept about airports and airlines must be controlled for referential integrity to the carrier submitted datasets or any other data sets obtained externally, such as OAG flight schedules. Since the Department has no direct control over the quality of the external data records it receives, the successful integration of all of the contextual information in the system is vital to the goal of providing useful and factual information. A successfully integrated storage and management of the system and data will allow the Department to reject, or flag for review, the external records that fail reasonability edits.

The system will track and manage the information the system needs to control its own processes. As the system receives submissions, it must have the ability to anticipate the arrival of these records, know what to do with the records, and know when to do these activities. For example, each data provider's expected data submission schedule and the appropriate grace period for late data must be maintained.

Managing system decisions also includes providing the capability for authorized Department personnel to set and to override automated functions. Automated functions, such as automatically beginning a monthly process, must have an event trigger stored in the system to indicate when the process should proceed. These event triggers must be easily maintained so that they can be changed from time to time as Department needs change. Many automated functions, particularly

event triggers, must also have manual override controls to allow authorized Department personnel to preclude the process from starting, to trigger the event early, or to trigger the event repeatedly as the Department sees fit.

The system will have the ability to establish and maintain collections of data for look-up tables or any other type of data the Department deems necessary. The system will store information about the rules necessary to process the data such as tax rates and segment fee amounts. The system must also have a facility to store information about the name and phone number of the contact person for each participating carrier. Moreover, the system will store information about the history of its process executions such as the count of records that have been received from a data provider and the count of that data provider's records that fail validation tests.

Nearly all attribute, non primary key, information is subject to change over time. The system will include features to allow authorized Department personnel the ability to manage data changes when necessary. In some cases it will not be important to track the history of changes in the output environment, and updating the data by replacing the old value with the new value is all that will be necessary. However, the Department's Information Dissemination Quality Guidelines require that processes be repeatable. In order to comply with quality guidelines, it will be necessary to track the history of all changes to some categories of data. In these cases, historical values must be maintained with dates indicating when the value was effective and when the value was discontinued. The Contractor must recommend data elements that should retain the history of changes in the data and those that should not. For example, when a carrier designator code is changed for an existing airline, the data source used by analysts should manage the change in a way that minimizes the workload for analysts performing time series analysis.

Successful integration of this contextual information is crucial to maintaining quality control and usability over the factual data submitted by the air carriers.

(4) *Load data into production system.*
The design of the system will support the extraction of one or more of each airline's submissions from the temporary storage facility at scheduled intervals. The scheduled intervals have not yet been determined, but the system should be sufficiently flexible to allow for the scheduled interval to be set and to be changed from time to time.

The various data reporters will transmit data to the Department on schedules that are not under the control of the Department. However, transforming, editing and storing data out of the temporary storage facility and into the standardized data system must be accomplished on a schedule that is under the Department's control. Because data quality is uneven across time and across data reporters, some submissions must be withheld from further processing until an issue is resolved. Therefore, the system must process the airline's submissions out of the temporary storage facility on a selective basis. In the case of the O&D submissions, this selection criterion must, at minimum, include selection by ticketed itinerary issue date, selection by ticketing carrier, and selection by transmission (as identified by data provider and transmission date.)

Data that has been successfully processed must then be removed from the temporary storage facility and archived in case they are needed in the future for verification or data repairing/reprocessing. In the case of O&D, archiving must be accomplished on a selective basis because some ticketed itineraries must be archived while ticketed itineraries that have not yet been processed and stored in the aviation data warehouse must remain in the temporary storage facility.

(5) *Edit and transform data into useful information*

The system design will process data using business logic and the additional data collections to transform the data into useful information. After transformation, the information will be stored in an analytical facility. The Department envisions an aviation data warehouse that will make the various processed data available to authorized users. In the case of the O&D, data transformations to be performed are: the itinerary data must be analyzed to create the one-way trips, portions of the itinerary fare must be associated methodologically to the one-way trips, and the sum of the itinerary taxes must be associated methodologically to the one-way trips. Other transformations may be necessary depending on the Contractor's recommendations regarding the design of the aviation data warehouse. The system must apply processes uniformly and consistently because processes must be repeatable.

The aviation data warehouse must maintain referential integrity across all of its data sets so that data are consistent in their references to commonly shared data. For example, every ticketed itinerary has a reference to airlines and airports. The stored information about airlines and airports should be consistent for all ticketed itineraries. The system must give authorized Department personnel the ability to enter and update information about each airline and airport, and, the system must be capable of making that changed information available to all ticketed itineraries that have a reference to it.

The integration of data from many data providers into a single repository of aviation data will require the application of data cleansing routines to assure consistent descriptors are used over time and across data providers. Changing inconsistent descriptors to standard descriptors will improve the usefulness of the analysis value of the data. For example, members of the airline industry may have a variety of names and descriptor values over time, for things such as the section of the plane in which the passenger is ticketed. Also, airline names and common identifiers can change over time. The system must encapsulate business rules that will allow authorized Department personnel to take steps to assure that identifiers such as cabin identifiers and airline identifiers are consistent through time and across carriers.

(6) *Store and maintain submitted data*

The design of the Department's aviation data warehouse will enable storage of all of the data transmitted by the data reporters and all additional information derived during the Department's processing, such as information about the one-way trips in the case of the O&D. The system design will preserve all established relationships between carrier submitted data and other applicable data maintained by the Department, such as links to information the Department stores about airlines and airports.

The design of the aviation data warehouse must support ad-hoc analysis, data mining, recurrent processing, and the dissemination strategy for extracting information to be disseminated on a periodic basis (monthly, quarterly and annually).

The size of the aviation data warehouse and its archive strategy will be documented in the system scope document deliverable of Task Order 2.

(7) *Track and manage identified problems and issues*

The Department requires a subsystem to track information about the problems and issues that the system encounters. This subsystem will keep information about the category of a problem/issue and its severity so that the subsystem will be adaptable to tracking information about a variety of issues. The design of this system will include the problem tracking facilities that are mandated by the Department's data quality guidelines.

The subsystem design will include features that allow authorized Department personnel to maximize the flexibility of the facility. It must be sufficiently integrated that the identified problems and issues can be linked to one or more system processes. Each issue will be tracked by date, category, severity, author, assigned owner, and status. Information to be kept will include, at minimum, the measures taken to date toward investigation, resolution of the problem, and any communications between the assigned owner of the issue and interested or affected parties.

The subsystem should be as automated as is practical. For example, for problems that are easily determined by automation, such as a reporting carrier failure to submit data on time, the system could notify the airline automatically and enter a note into the log that the notification has been sent. The log should also allow manual entries for authorized Department personnel to log entries as necessary.

Office of Management and Budget (OMB) requires the Department to provide information that is pertinent for data users to be able to determine whether the data is sufficiently accurate and appropriate for its use. This is especially problematic when the Department decides to disseminate data, even when a known unresolved problem is present in the data. This action can be appropriate when the known problem only affects some but not all uses of the data. Therefore, communications activity will be quantified and tracked so that the status and description of an unresolved problem is constantly and consistently available. Communication logs will be constructed in such a way that the system will provide an automated notice when there is an unresolved data problem that affects information scheduled for dissemination.

The Department is authorized to grant waivers to carriers subject to the Department's regulations. Under unusual or unique circumstances, a carrier may request a waiver for the circumstances specified in the waiver request. The system will have the capability to track and maintain information about requested reporting exemptions and the status of those requests.

(8) *Archive the data*The system design will include a facility for creating an archiving strategy for the airline's submissions after they have been processed into the aviation data warehouse. Inherent in the archiving decision is the task of achieving the best balance between the goals of maximizing usefulness of online access to information and the goals of minimizing the cost and performance consequences of online access to information. This cost benefit analysis must also take into account the various technologies available that will enable efficient online performance and storage. At some point, certain datasets will be required to be archived. For these circumstances, appropriate archiving strategies shall be required and shall include determining the length of time a store of data is kept in a readily accessible, on-demand storage facility before being moved to a less expensive and less accessible form of storage. The archiving process shall also include strategies for restoring data back to a more readily accessible storage facility upon request by authorized Department personnel.

Archiving strategies will also include determining the length of time the collection of information will remain in the archive before being deleted (if ever). The system design will allow authorized Department personnel the ability to change the archival strategy for each set of information stored in this system.

The design of the archiving process will include maintaining knowledge of and access to all archived data. The design will include establishing and maintaining inventories of all agency information products. These inventories may include catalogs or directories as may support Department's mission.

(9) *Protect the data from unauthorized access*

The proposed system design will include facilities to protect all data to a degree that is commensurate with the risk and magnitude of the harm that would result from unauthorized access to such data. Protection from unauthorized access includes both protection from unauthorized alteration of the information and protection from unauthorized viewing of the information. The system design will include features to assure that dissemination is limited to identifiable recipients which are legally authorized to receive the information.

The system will be capable of governing the granting authorizations to allow alteration of information in the system. Various types of system control will exist, such as authorization to change edit and validation criteria and authorization to interrupt the schedule until the Department is satisfied that all data reporting mistakes have been corrected. Authorizations must be granted at both the individual and group levels.

There must be controls on views of the information accessible to persons outside the Department. Some information held in the aviation data warehouse must be protected because of the Department's duty to protect competitively sensitive information. In addition, Federal regulations authorize agencies to set user charges for dissemination products at a level sufficient to recover the cost of dissemination. If remittances are charged, then access must be limited to those parties that have remitted the fee. The system design will include a subsystem to track information about the users that have remitted the proper amounts, and to impose appropriate conditions on access to the data by users as their status changes due to the remittance or the failure to remit the proper amounts.

(10) *Protect the data from loss*

In order to achieve continuity in the case of an unforeseen catastrophic event, the proposed system design will include facilities to protect all collected, derived, and archived data from loss commensurate with the risk and magnitude of the harm that would result from the loss of such data. The system design will include features that both protect individual records from loss and protect entire databases from catastrophic loss. The design of this system design will include functions and procedures to make copies of data stores on a periodic basis and to restore a data store from those copies.

The design of this system will be compliant with the Federal Information Security Management Act and with Department of Transportation security procedures.

(11) Validate data on multiple dimensions of aggregation and across subsystems

Although testing the data for content, structure and rules for each individual record takes place early in the production process, those quality checks are not designed to look beyond each individual record. The system must also perform quality assurance checks to insure that the accumulation of data received across various dimensions of aggregation, (carrier entity, carrier, market, etc) and across sub-systems, (Form 41 Traffic, Form 41 Financials, 298C Financials, OAG Scheduled data, etc) also pass thresholds of acceptability.

The T-100/T-100(f) will continue to serve as a benchmark for predicting the number of O&D Survey flight legs that will be accumulated in the aviation data warehouse for each airline each month, because the number of flight legs scheduled to fly in a given month should be approximately equal to the number of trips in the T-100/T-100(f) Segment data. The count of flight legs will not be exactly equal to the count of T-100/T-100(f) passengers transported in any

given month because of the differences in collection methodology and the inevitable itinerary changes that take place in elapsed time between the data reported to one system and the data reported to the other. However, the Department anticipates that after collecting this data over time, the relationship between the two passenger counts will prove to be relatively stable for each airline.

In addition, the Department will use the number and composition of records received in earlier comparable time periods for verifying whether the correct records are being received. This type of benchmark is available for detecting problems prior to the creation of the T-100 and T-100(f) because the system can compare snapshots of data taken at various times. For example, the count of flight legs with February flight dates that are reported in January or earlier can be compared to the previous year's February flight-legs reported in January or earlier. This kind of comparison is valuable in order to provide an early warning of potential collection problems.

(12) *Disseminate information products that meet the needs of the users internal to DOT, industry and the public*

The recommended system design will include a dissemination strategy that will provide timely and accurate information to public and private sector decision makers while ensuring security and privacy to individuals and corporate entities. The recommended dissemination strategy will take into consideration the various electronic media formats including public networks that are available within appropriate budgetary constraints. The content of the disseminated data has not been determined as of this writing, but will have been documented in the system scope document produced in Task Order 2.

Prior to dissemination of information, the system will automatically generate quality checks for review by a designated Department official. These checks will include using outside sources of information and month-over-month and year-over-year comparisons of data. The system design will allow the authorized Department official to review the data quality prior to the commencement of dissemination. An authorized Department Official must explicitly approve the commencement of the dissemination process.

In order to protect competitively sensitive information, the system will disseminate summaries derived from the underlying data for some kinds of information. The exact nature of these summaries will be documented in the system scope document produced in Task Order 2.

All reporting exceptions and exemptions that the Department grants will affect the quality, utility or integrity of the data that the Department disseminates and, therefore, information about all applicable reporting waivers granted to participating carriers will be disclosed automatically with the disseminated information.

(13) *Track and manage information about significant events*

Analysts use aviation data in month-to-month and year-to-year comparisons. Extraordinary events sometimes cause a significant deviation in the volume or content of aviation data. Public and private sector decision makers could be led to an ill-informed conclusion when they are unaware that such an event has affected either the current or the historical data in a given time period. Extraordinary events can be external to the system, such as a snowstorm, and they can be internal to the system, such as missing data. The Department grants reporting exemptions from time to time. The system design must include a facility to notify users that the data collection is incomplete. The system design will include a facility to log information about missing data, weather events, geopolitical events or, indeed, any event that the Department designates as relevant

to the aviation related information stored in the system. This system must identify the events as well as the specific impacts such events have on the data.

In addition to recording information about missing data, the system design must be able to record and report significant known anomalies in the data that was submitted whenever the Department becomes aware of them. Known problems with a data provider's data must be tracked as a significant event until such time as the Department acquires corrected or repaired data.

The significant events database must be constantly and accurately updated. At the beginning of each reporting cycle (presumed to be monthly as of this writing), the significant events database must presume that all data is "missing" until an acceptable transmission arrives from the data provider. Since the trigger for disseminating data for the reporting cycle is the arrival of all data for the reporting cycle, the significant events database plays a key role in the release of data. Therefore, the system design must be sufficiently dynamic such that information about the data stored in the database must be fully integrated into the system.

The design of the system's dissemination and reporting functions must automatically include reporting significant events that are relevant to the information being disseminated. In this way, the users of the data can judge the validity of year-over-year or month-over-month comparisons.

2. CONTRACT MANAGEMENT

2.a Project Management

The Contractor will develop, manage, and control its project work in a project management information system (such as Primavera or Microsoft Project) that is capable of generating management reports. The project management information system that the Contractor intends to use must be specified in the contract proposal. All project management activity for the contract must utilize that project management information system.

The project consists of sequential Task Orders. Each Task Order specifies that the Contractor prepare a preliminary work plan (i.e. project plan) for that Task Order prior to commencing work on that Task Order. The objective for each Task Order is represented by a tangible deliverable that is described in the Task Order. For each Task Order, the project team's initial task will be to decide what discrete steps the team must take to accomplish the specified objective and create the specified deliverable. The Contractor will use these steps as the basis of the Task Order preliminary work plan.

The Task Order preliminary work plan will consist of a schedule of the steps needed to accomplish the Task Order objective. Each step will contain a brief description of the activity to be performed that will lead to the production of the Task Order deliverable(s). The preliminary work plan will identify any known dependencies among the scheduled steps so that the required step sequence is understood. The project team will also estimate the resources required to perform the scheduled activity. The term "resources" includes, but is not limited to, the identification of the need for the participation of various experts that are not part of the project team. The project team will estimate the length of time required to complete the scheduled step activity. All information about the schedule of steps in the Task Order preliminary work plan will be recorded in the project management information system.

Scope management:

The Department's project sponsor will have the final authority to arbitrate, mediate and resolve all disputes about what is within the scope of the contract.

After the project team has submitted each Task Order preliminary work plan and has updated the communications plan, the Department will promptly review them to ensure that the activities are within the scope of the contract.

If the Department's project sponsor determines that it is necessary to change the scope of the project, the Contractor will estimate the cost of the change and present that estimate to the project sponsor. The contracting officer and the Department's project sponsor must explicitly approve a change in scope of the project.

Human Resources management:

After the contract has been awarded, but before the contract period begins, the Contractor and the Department will jointly establish roles and responsibilities of the project team members and of the major project stakeholders.

The Contractor will provide the names of the project manager, a subject matter expert (SME) in airline processes, and an SME in information technology at the time of the contract selection presentations and interviews. The Contractor's project manager and SMEs will be considered the Contractor's core team members. These need not be three different individuals if a single individual can fill two or more roles. The Contractor must have qualified staff in each of the three core team positions throughout the contract period, although they are not required to be fully dedicated to this contract throughout the contract period. They must be available to respond to questions in a reasonable amount of time.

If, prior to the end of the contract period, the Contractor, for any reason, must replace one of the approved core team members, the Contractor must provide the Department with the credentials of the person the Contractor proposes to substitute. The new core team member cannot begin work on the contract as a core team member until the Department finds that person is fit to perform the assigned duties of that role.

If, prior to the end of the contract period, the Department reevaluates the Contractor's core team members and finds that a member is not fit to perform the assigned duties of that role to the satisfaction of the Department's project sponsor, the Department can require the Contractor to remove that core team member from the core team or from the project.

Communications management:

The Contractor and the Department will agree on the type and frequency of the contract performance reports that will be delivered periodically to the Department. Additionally, the Contractor and the Department will agree on a list of Stakeholders necessary to interview for the contract. All communications between the Contractor's employees and other individuals will be conducted in the context of the Federal rulemaking process as defined in the Administrative Procedures Act. Therefore, the Contractor's employees must be aware of and remain in compliance with Departmental ex-parte communications requirements. These agreements will be collectively referred to as the communications plan.

Each Task Order requires the Contractor to review the communication plan as it pertains to that Task Order. After the Contractor has reviewed the communications that are likely to be necessary

to accomplish the Task Order, the Contractor must provide a Task Order communications plan to the Department project manager to reconfirm the interviews and to specify any other mutual communications needed among the sponsor, the project team and various stakeholders that are not members of the project team. The Task Order communications plan should include, at minimum (a) a list of the people to be interviewed while working on this Task Order (identified either by name or by generic position), (b) the general subject to be covered in the interview, (c) the name of the planned interviewer, and (d) the approximate day the interview will be conducted.

A Task Order communications plan review provides the Contractor an opportunity to notify the Department of any requests for deviation from the reporting or from the original schedule of interviews. The Task Order communications plan review also allows the Department to propose additions or deletions to the schedule of interviews. This review will be useful in allowing the Department to notify such stakeholders to prepare for the upcoming interview and allow the Department time evaluate the list for ex-parte communications problems and to register any other objection the Department may have to any of the proposed interviewees in the Contractor's list.

For communications with stakeholders that are employees of the Department, the Contractor can proceed with interviews after the review meeting. . The Contractor will take notes during these interviews and the contents of the notes will become the property of the Department.

For all contacts, interviews, and meetings with stakeholders that are not employees of the Department, whether or not Department personnel are present, the Contractor will take notes during these interviews and the notes will become the property of the Department. The date of the meeting and a list of topics discussed will be published in Docket OST-1998-4043 although the notes about the content of the meeting will not be disclosed.

In order to address unresolved technical or process issues requiring further consultation with stakeholders outside the Department, the Department may hold an open public meeting to which the Contractor and the stakeholders will be invited. If, after commencing a task order, additional interviews with non-Departmental stakeholders should become necessary, the Contractor will submit the name of the organization for approval by the Department. The Department will authorize the Contractor to contact the non-Departmental stakeholders as necessary to seek and obtain further system requirements. If this change requires additional travel, the expense of the additional travel shall be handled as a change in project scope and will be subject to the scope change procedures (see scope management.)

2.b. Contract Deliverable

This phase of the Aviation Traffic Data Modernization Project has two objectives. Task 1 and Task 2 are designed to examine the merits of the disputed and unresolved issues left open at the end of the NPRM comment period and create a system scope statement that documents the major deliverables, assumptions and constraints of the project. Task 3 is designed to elicit the expertise of the Contractor's and the Department's core team members in defining the requirements of the system. Task 4 is designed to enable the project team to utilize resources necessary to complete the requirements documentation. Task 5 is designed to allow the Department's internal stakeholders the chance to review and reconfirm the documented requirements. Task 6 is designed to finalize and complete the system requirements document. Task 7 is designed to help the Department prepare for the next phase of development of the system.

The Department anticipates that the contractor will have a prior understanding of the processes that the Department will require, and that the interviews will be used to enhance the contractor's understanding of the Department's needs. The Contractor's recommended solution to any given element process or procedure, therefore, need not be the result of having achieved consensus among the stakeholders. It must only be the Contractor's recommended course of action. However, it is a requirement of this solicitation to balance the needs of the users of information with the needs of the providers of the information to protect their sensitive competitive information and to have the reporting requirements aligned with their business practices.

2.c. Task Orders

Deliverables:

The intermediate deliverables of the project are designed to support the overall project objectives. They are designed to ensure that the work of describing the functions and features of a method of acquiring, maintaining, and disseminating the Department's O&D Survey, T-100 and T-100(f) traffic data, as collected under RIN2105-AC71, is completed in a timely manner.

The system for collecting O&D Survey data, as it is currently contemplated in the published NPRM, is described in section 1.c. of this document. The NPRM considered changes to the T-100/T-100(f), and those changes are described in 1.d. of this document.

The Task Orders 3 through 6 for the O&D Survey are designed such that the Department's system is described in progressively more detailed terms with each successive task order. Task Order 1 will be completed first, and no other Task Order will begin until the Department has accepted and approved the contents of the Task Order 1 deliverables. Task Order 2 will be completed second, and no other Task Order will begin until the Department has accepted and approved the contents of the Task Order 2 deliverables. Task Order 3 through Task Order 6 will be completed sequentially although a limited amount of overlap will be allowed such that preliminary planning work on a subsequent task order can be started prior to the completion of the prior task order (i.e. planning for Task Order 4 can be started while work on Task Order 3 is still being completed, but Task Order 4 cannot be completed until the deliverables from Task Order 3 are accepted and approved.)

2.d. Final Deliverables

The Contractor will deliver a set of system requirements specifications for the proposed system. The final deliverable will be submitted to the Department following the Task Order list, and requires the Department's approval for individual Task Orders as well as for the final deliverable. The final deliverable will incorporate the individual task orders, revised as necessary to generate a coherent and stand-alone system requirements specifications document.

During the period of this contract, the Contractor will provide the Department access to software utilized in the analysis for the purpose of completing this project. The final deliverable will be the documentation of the set of requirements in a requirements definition and management tool. The document must be readable and understandable by government stakeholders, verified by Department stakeholders, and sufficiently unambiguous as to be usable by information technology architects to construct a system technical design consistent with the system scope document.

Contract payment is contingent upon successful completion of specific tasks as well as successful completion of the final project and its documentation. The payment schedule for completed tasks is described in Section G of this document.

Task Order 1 – Perform Alternatives identification
The Contractor, working with the Department's active project team members, will create a preliminary project plan for Task Order 1 and a preliminary stakeholder communication plan for Task Order 1, and present both to the Department for approval.

Upon approval of the above, the Contractor will conduct such research and analysis as necessary to make recommendations on resolution of the NPRM issues listed below. Using (a) the NPRM, (b) input from stakeholders in the form of the comments to the NPRM, (c) other input from stakeholders (within the constraints of the ex-parte communications rules), (d) input from other outside experts (e.g. from experts in statistics, aviation or information technology), (e) input from stakeholders in the form of interviews of Department personnel, (f) the preliminary system scope descriptions found in this RFP, and (g) the knowledge, experience, and expertise of its SMEs, the Contractor will perform an analysis of the following issues:

1. Sample size
2. Sample selection methodology for any size sample less than census
3. Methodologies for obtaining flight information and code-share information for flights
4. Methodologies for breaking down the reported ticketed itinerary into a one-way trip
5. The necessity for collecting the T-100/T100(f) data by day
6. Standard reports and data that will be disseminated to the public on a periodic basis (at this time, we presume the periodic basis will be monthly as proposed in the NPRM) that informs the public without revealing competitively sensitive information

The NPRM specifically requested information pertaining to what the airline's considered to be competitively sensitive information, but received no reply that could be used to craft a policy. The recommendations on this subject are important since the Department must use caution in balancing the needs of the information users and the confidentiality needs of the airlines. The deliverable from this Task Order will be a written report containing an analysis, a list of reasonable alternatives for each issue when such alternatives exist, and the Contractor's recommended alternative for each issue. The content of the report will be the property of the Department.

The resolution of these issues will have a fundamental impact on establishing the scope of the subsequent data modernization activities in Task Order 2. For example, collecting data on a sample basis will require adding processes to monitor sampling methodology to the system scope, whereas collecting a census will not require such a process. Selecting the reports and the data to disseminate may have a significant effect on the scope of the work to be accomplished depending on the amount of disseminated data and the effort it will take to publish it. The decision to change the granularity of the T100 and the T100(f) to report each day's statistics separately or to continue the current monthly aggregation of data is a significant determinant of the effort required to create a scope document.

The Department anticipates that the contractor will have knowledge or will be able to obtain knowledge such that the recommendations that the contractor makes in these Task Orders will reflect the concerns and the capabilities of the airlines. The Department understands that the Contractor may not be able to predict how difficult it may be to gain knowledge from stakeholders. Nevertheless, the bidder should identify a set of stakeholders and the time to be devoted to interviews as part of its submission. Evaluation of proposals will include an assessment of whether the proposed interviews are consistent with gathering the necessary information. We recognize that

a Contractor cannot control the actions of the interviewed parties; however, we also presume that the Contractor will have the skills to construct and conduct focus-group type interviews that extract necessary information in a fixed time period. The contractor's recommendations need not be the result of having achieved consensus among the stakeholders. However, the recommendation must be well-informed and balanced.

At any point of time during the term of the contract, if the Contractor concludes that a course of action will make the system requirements specifications inconsistent with the published NPRM, the Contractor must notify the Department's project sponsor without delay.

Task Order 2 – Create a System Scope Document

The objective of this Task Order is that the Contractor's core team members and the Department's active team members will collaboratively identify the interests and expectations of the various stakeholders, prioritize and quantify those interests and expectations, and create a system scope document to list the processes and procedures and the functions and features to be included in the system that is constructed to process the data that could be mandated under RIN 2105-AC71. The deliverable from this Task Order will be a system scope document that lists the deliverables that will be included in the final system. A detailed description regarding the process behind each function and feature will be the subject of subsequent Task Orders.

Using (a) the NPRM, (b) input from stakeholders in the form of the comments to the NPRM, (c) input from stakeholders in the form of interviews of Department personnel, (d) the preliminary system scope descriptions found in this RFP, (e) the Department project sponsor's final decision for each of the Contractor's identified alternatives and recommendations from Task Order 1, (f) the Department's and the Contractor's knowledge, experience, and expertise; and, if the Department's project sponsor thinks necessary and proper, and (g) additional input from the public and other stakeholders, the Contractor will create a system scope document to describe the characteristics of the proposed system.

The system scope document will include the following:

1. A general description of what functions and features will be in the final system including data formats, approximate data volume size, data protection, and archive strategies.
2. A high level data model showing the relationships between all parts of an integrated aviation data warehouse that includes elements of the O&D Survey, T100, T100(f) and all other related tables.
3. A statement of functions and features that are specifically excluded from the scope of the final system, where one stakeholder or another might reasonably assume the function or feature would have been within the boundaries of the system scope.
4. A list of detailed and summarized outputs which balances the public's need for access to industry information and the government's responsibility to withhold and protect competitively sensitive information.
5. A list of the known constraints that limit the project team's system design options. For instance, a data element or combination of data elements that, if published, would cause the Department to potentially reveal competitively sensitive information should be listed as a constraint.
6. A list of the assumptions upon which the Contractor is relying and which the Department believes to be true, but does not know is true and, if proved false, would have an impact upon the system scope or would likely cause a change to be made to the system design.

7. An initial list of known technical or other external risks that would impact the ability to build or operate the system, and an identifying characteristic that will allow the project team to know that the possible risk has become a reality.
8. A plan to manage the scope through the course of the project. This will consist of a recommendation of a commercially recognized requirements management tool that stores requirements and related information in a multi-user database such as CaliberRM, DOORS or Rational RequisitePro. The selected requirements management tool will also include a facility to keep information about changes to the system scope.
9. An order-of-magnitude estimate of the cost to design and build the system.
10. A description of how the formal verification and acceptance of the completed project deliverables will be obtained. This will include a general description of the acceptance criteria by which the stakeholders can verify that the final system is producing information at an acceptable level of accuracy.

The general description of the functions and features of the final system will be greatly affected by the Department's decisions regarding the recommendations provided in the deliverable of Task Order 1. The complexity of determining whether a data reporter is submitting data accurately is increased if sampling is to be used because of the potential to misapply sample techniques. The process for determining flight and code-share information depends upon whether the Department is performing the flight look-up function. The methodologies for determining one-way trips vary greatly depending upon the number of factors the Department must consider when performing this function. The work involved in merging information about the T100 depends to a great extent upon whether the T100 collection process must be rebuilt to accommodate reporting by day. The complexity of reporting is, to some degree, dependent upon what is prohibited from dissemination.

The Task Order 2 deliverable must clearly document recommendations for content to disseminate and content to withhold from view.

Once the system scope document has been accepted, the contents become the property of the Department. Subsequent changes to the system scope document will be considered as a change to the scope of the agreement between the Department and the Contractor, and thus changes to the system scope document can only be made through the formal change procedure as described in the scope management portion of the Contract Management section (2a.) of this document.

Task Order 3 – Describe the Features and Functions of the System

The objective of this Task Order is that the Contractor's core team members and the Department's active project team members will collaboratively define and describe the O&D Survey functions and features, and the underlying principles, values and processes behind each function and feature identified in the system scope document.

The Contractor will create a preliminary project plan and update the stakeholder communication plan for the Task Order and present it to the Department for approval.

The deliverable under this Task Order is a preliminary set of recommended procedures to accept, transform, store and disseminate the O&D Survey, and, at minimum, store the T100 and T100(f) based on the knowledge and experience of the Contractor's core team members. Upon approval of the updated project plan, the Contractor will begin the process of understanding the system design issues, discern any additional requirements not discovered earlier, document the SMEs insight to

known requirements, and define the identified relationships between requirements. The Contractor will define and describe the working list of business processes required by system, including an analysis of the rationale behind each business process.

The Contractor will track and manage a list of issues and questions that surface during the work activities of this task order and require expertise outside the knowledge and experience of the Contractor's core team members and the Department's active project team members. These issues will be addressed in subsequent Task Orders. The Contractor will document and present to the Department's project sponsor any proposed changes to the system scope as new information is uncovered.

This Task Order is intended to be the initial description of the processes and procedures and the functions and the features of the O&D Survey system. The Department does not expect the Contractor to analyze and integrate all of the ideas for final recommendations until they are fully documented under Task Order 4 and reviewed and re-confirmed under Task Order 5.

The Contractor will provide a preliminary description of a recommended procedure to support the identified aviation industry business processes. For example, for the process the Department has named "Collect and hold timely and reliable information about ticketed itineraries," the Contractor will describe, in a preliminary manner, the recommended information technology procedure for the airlines to send their ticketed itineraries to the Department, a preliminary recommendation for an information technology solution for holding the data, and a preliminary recommendation for a procedure for ascertaining reliability of this data.

Minimum attributes of each of the identified requirements are (1) name, (2) description, (3) author, (4) analysis or rationale for including the requirement, (5) person(s) or party(ies) that suggested the requirement, (6) date the requirement was entered, (7) date of last change, (8) status, (9) priority, (10) estimated cost, (11) difficulty rating, and (12) description of risks. The Contractor may add to the list of attributes kept about each requirement subject to approval by the Department. The Department reserves the right to add to the list of attributes kept about each requirement.

In addressing this task, the Contractor will consider the following, although the Contractor will not construe this to be the entire and complete list of considerations:

- Data Receipts and Initial Edits
    - The rules for acceptance or rejection of initial transmission of a carrier's data submitted to the O&D Survey.
    - The permitted values in each field in the data collection.
    - The rules for acceptance or rejection of individual itinerary records.
    - The rules for acceptance or rejection of entire carrier submissions.
- Data Transformations
    - Identification and consideration of the rules for analyzing and transforming the data into useable information recommended under this contract.
    - Identification and consideration of the rules for establishing trip breaks and trip connections at airports in the itinerary. These recommendations may either be generalized for the entire industry or specific to each carrier, or group of carriers, but must be accompanied by supporting evidence of their applicability.
    - Identification and consideration of the rules by which the many kinds of one-way trips are derived.
- Data Edits to be applied following transformations and prior to disseminations

    - The specific benchmark tests to validate the monthly O&D Survey data using T100 departure data.
    - The benchmark validation tests using data other than the T-100.
    - The benchmark validation tests using saved statistics from previously reported O&D Survey data submissions.
    - The decision points which the final information system should use to identify problems that will trigger a decision to interrupt the monthly dissemination process.
- Data Dissemination
    - Identification and consideration of problems and issues regarding the recommended array of disseminated information to internal and external recipients.
    - Identification and consideration of problems and issues regarding the decision criteria for determining when the data problems are sufficiently severe that they must be disclosed to users of the data.
    - Identification and consideration of problems and issues regarding the decision criteria for selecting events to be recorded as "significant" O&D Survey events.
    - Identification and consideration of problems and issues regarding the method of disclosure of data problems and significant events that will be published with the dissemination of monthly data.

Task Order 4 – Refine System Requirements Specifications

The objective of this Task Order is to complete the system requirements specifications for the Department's aviation data warehouse. The Contractor will, using industry experts and all necessary resources reasonably available, complete the process of understanding the system design issues, discern any additional requirements, obtain new insight to known requirements, and to fully define the relationships between requirements identified in the deliverables from Task Order 3. The deliverable under this Task Order is a set of fully refined system requirements, documented in the approved requirements management software package which describes the importance, the underlying principles, and the limitations and constraints of each process and procedure and of each function and feature identified in the system scope document.

The Contractor will create a preliminary project plan and update the stakeholder communication plan for the Task Order and present it to the Department for approval.

The Contractor will continue to track and manage the list of issues and questions that surface during the work activities of this task order as was done under previous task orders. These issues will be researched and resolved as necessary in this Task Order. The Contractor will document and present to the Department's project sponsor any proposed changes to the system scope as new information is uncovered.

Task Order 5 – Reconfirm the System Requirements Specifications

The objective of this Task Order is to reconfirm the identified system requirements specifications for the O&D Survey, the T100, and the T100(f). The deliverable under this Task Order is a set of reconfirmed system requirements, documented in the approved requirements management software package, that describe the importance, the underlying principles, and the limitations and constraints of each identified process and procedure and of each function and feature.

The Contractor will create a preliminary project plan and update the stakeholder communication plan for the Task Order and present it to the Department for approval.

In order to complete the process of understanding the system design issues, discern additional requirements, obtain new insight to known requirements, and discover additional relationships between requirements identified in the deliverables from Task Order 3 and 4, the Department's project sponsor will assemble a panel of stakeholders that will review the fully refined set of system requirements delivered in Task Order 4. The Contractor will meet with the panel of stakeholders to present the requirements specifications, and re-confirm the collection of functions and features of the aviation traffic information system. The review step undertaken in this Task Order will help assure that each individual requirement is traceable to all of its related system components within the requirements management tool. The traceability will include documenting any applicable link between business requirements, functional requirements, hardware requirements, and operational requirements.

This collection of aviation traffic data requirements will incorporate processes, procedures, functions, and features identified in the system scope document. These specifications will be written to facilitate tracking and managing requirements throughout the lifecycle of the O&D Survey information system. They will be readable and understandable by the Department's non-technical stakeholders and sufficiently unambiguous as to be usable by information technology architects to construct a system technical design consistent with the system scope document. Above all, they will be designed to facilitate an information technology architect's ability to design an information system that is compliant with the requirements documented in this Task Order.

Task Order 6 – Create System Requirement Specifications

The Contractor will deliver both a completed set of system specifications for the Department's aviation data warehouse within the chosen requirements management tool and a printed hard copy exported from the set of system specifications. The content of the system specifications throughout this process is to be considered property of the Department.

The Contractor's final product under this statement of work will be the documentation of a set of requirements for the aviation data warehouse that are readable and understandable by all stakeholders and sufficiently unambiguous as to be usable by information technology architects to create a technical system design that is consistent with the approved system scope document. The final product must include (1) a list of identified aviation industry business processes the Department could require when designing, constructing and testing an aviation traffic information system that is verified by the Department and that includes a description and an analysis of the rationale for each business process; (2) a description of the procedures that underlie the identified aviation industry business processes, including a description and analysis of the rationale for each procedure and how it supports the process; (3) a list of the identified functions and features that could be needed for internal functioning of the Department's information system, including an analysis of the rationale behind each function and feature; (4) a specific collection of system functional and operational requirement specifications for each function and feature; and (5) recommendations for existing commercial software and hardware that can support these functions and features. Items one through four will be fully documented in a commercially recognized requirements management tool such as CaliberRM, DOORS or Rational RequisitePro. The Department will seriously consider the recommendation, but the final choice of the requirements management tool remains with the Department.

The Contractor must have the capability to comply with Department of Transportation information technology documentation standards, as well as such other standards as may also be applicable. For example, a tailoring of previous standards DOD-STD-2167A or MIL-STD-498 or the current standard IEEE/EIA 12207 may be used as the basis for documentation requirements.

Task Order 7 – Evaluation of Available Commercial Software and Hardware

The system design for gathering, processing, and disseminating aviation data is unique to the government so no system will be commercially available that performs the entire function of collecting and disseminating aviation data. However, the Department anticipates that the requirements of some components of the overall design may be satisfied with commercially available sub-systems. For example, methodologies and software for gathering large volumes of data may be available that will satisfy the Department's needs. Methodologies and software for disseminating large volumes of data may also be available to incorporate into the overall system design. Turnkey data warehouse software could conceivably exist that would be suitable for storing information about aviation data at the Department and data security software may be available for protecting it.

The Contractor will provide recommendations for existing commercial software and hardware that can support these functions and features. Within the recommendations, the Contractor will identify the extent to which the Department's existing software or hardware would have to be modified to accommodate the system requirement specifications identified in any prior Task Order.

3. OVERVIEW OF THE INSTRUCTIONS GIVEN TO DATA PROVIDERS OF O&D SURVEY DATA

The following are based on the instructions for reporting as they appeared in the NPRM. Note that instructions to data providers would change if the Department changed any of the reporting requirements in the final rule.

Air carriers that are issuing tickets and certain foreign air carriers that the Department designates, participate in the collection of data known as the Passenger Origin-Destination (O&D) Survey. The carrier that issues the ticket provides the required sale and itinerary information after the first evidence of use by the passenger is matched to the airline's sale record. Evidence of first use includes a coupon presented through interline billing processes.

Each participating carrier would provide the name and contact information for the carrier's Designated Carrier Liaison to serve as the point of contact for the resolution of reporting issues. The responsibilities of the Designated Carrier Liaison would also include making provisions for the prompt and accurate delivery of ticketed itineraries to the Department.

The Department will establish and maintain a mechanism for communicating instructions to the participating carriers known as the Passenger Origin-Destination Survey Directives (the Directives). The Department publishes procedures for applying for reporting exceptions and exemptions in the Directives. In order to maintain data integrity and continuity, the Department would grant temporary or permanent reporting exceptions and exemptions from time to time. However, the Department would publish notification of any exceptions and exemptions that are granted.

(1) The data to be recorded and reported from Participating Carriers in the original NPRM were as follows (these may change, following subsequent Departmental review of the public comments to the NPRM):

a. Issuing Carrier Identifier: the Issuing Carrier's assigned IATA recognized three-character identification code.

b. Ticketed Itinerary Identifier: the alphanumeric identifier for the Ticketed Itinerary.

c. Date of Issue: the local date on which the Ticketed Itinerary was issued.

d. Fare Amount: The monetary amount the Issuing Carrier receives from the ticket purchaser, excluding government imposed taxes and fees, and including the carrier-imposed fees and surcharges, such as fuel surcharges, for the carriage of a passenger and allowable free baggage on the passenger's complete itinerary, denominated in U.S. dollars, and accurate to two decimal places, rounded.

e. Ticketing Entity Outlet Type: the appropriate code for the type of distribution channel that issued the Ticketed Itinerary. The Department's codes for use in this data element could be listed in the Passenger Origin-Destination Survey Directives issued by the Department and will be consistent with standard industry practice.

f. Customer Loyalty Program Identifier: the Carrier or alliance customer loyalty program identifying code under which the passenger accrues benefits. The Department's codes for use in this data element would be listed in the Passenger Origin-Destination Survey Directives issued by the Department.

g. Customer Loyalty Program Award Indicator: the one character identifying code to indicate that customer loyalty program credits were expended in obtaining the Ticketed Itinerary.

h. Number of Passengers: the count of passengers traveling on the Ticketed Itinerary.

i. Itinerary Copy Date: the date that the Participating Carrier copied the O&D Survey information for submission to the Department.

(2) The following data would be recorded and reported as many times as necessary:

a. Government-imposed tax/fee identifier: the identification code of each government-imposed tax and government-imposed fee. The Department's codes for use in this data element would be listed in the Passenger Origin-Destination Survey Directives issued by the Department.

b. Government-imposed tax/fee amount: this field will contain the value of the tax or fee specified by the identifier that precedes it, denominated in U.S. dollars and accurate to two decimal places, rounded.

(3) The following data would be recorded and reported as many times as necessary for each Flight-Stage in the order that they appear in the ticket:

a. Flight-Stage Sequence Number: the two character ordinal sequence number beginning with 01 that uniquely identifies the Flight-Stage of a Ticketed Itinerary.

b. Flight-Stage Origin Airport: the IATA location identifier of the airport from which a Flight-Stage departs. For intermodal ticketed ground stations, such as a bus station or a train station, that station would be treated as an airport.

c. Flight-Stage Destination Airport: the IATA location identifier of the airport in which a Flight-Stage arrives. For intermodal ticketed ground stations, such as a bus station or a train station, that station would be treated as an airport.

d. Marketing Carrier Code: the IATA Airline Designator of the Air Carrier or Foreign Air Carrier holding out transportation for the Flight-Stage.

e. Operating Carrier Code: the IATA Airline Designator of the Air Carrier or Foreign Air Carrier operating the equipment used on the Flight-Stage.

f. Scheduled Flight Date: the date on which the Flight-Stage is scheduled to depart.

g. Master Flight Number: the scheduled Carrier Code and true flight number under which the flight inventory is managed.

h. Scheduled Departure Time: the local time the flight is scheduled to depart from the Flight-Stage Origin Airport.

i. Scheduled Arrival Time: the local time the flight is scheduled to arrive at the Flight-Stage Destination Airport.

j. Scheduled Arrival Date: the local date on which the flight is scheduled to arrive at the Flight-Stage Destination Airport.

k. Fare Basis Code/Ticket Designator: the carrier-assigned alphanumeric code identifying the fare by class, qualification, and restriction associated with the Flight-Stage.

l. Ticketing Class of Service: a one-character code indicating the service cabin within the aircraft in which the passenger is scheduled to be seated under the fare rules stated for each Flight-Stage of the Ticketed Itinerary.

4. LICENSE INPUT

The offers will identify any license and usage restrictions or limitations imposed by internal and/or external parties that are applicable.

5. CONFLICT OF INTEREST

The Offeror should identify airlines, airport authorities/associations, contractors, consultants, and any other interested parties that have a relationship with the Offeror that might constitute a conflict of interest if this contract were awarded to the Offeror. Provide specific details of possible conflicts.

SECTION D - PACKAGING AND MARKING

D.1 PRESERVATION, PACKAGING AND PACKING

a. Packaging and marking of all deliverables shall be in accordance with the best commercial practice necessary to ensure safe and timely delivery at destination, in accordance with the applicable security requirements.

b. All data and correspondence submitted to the Contracting Officer (CO) or the Contracting Officer's Technical Representative (COTR) for a task order (TO COTR) shall reference the contract number, task order number, and the name of the Contract Specialist and/or TO COTR as appropriate. A copy of all correspondence sent to the TO COTR by the Contractor for any task order shall also be provided to the Government's CO.

D.2 INITIAL PACKING, MARKING, AND STORAGE OF EQUIPMENT

All initial packing, marking and storage incidental to shipping of equipment to be provided under this contract shall be made Freight on Board Destination (FOB Destination) at the contractor's expense. Such packing, supervision marking and storage costs shall not be billed to the Government. Supervision of packing and unpacking of initially acquired equipment shall be furnished by the contractor.

D.3 MARKING

Packages shall be clearly marked as follows:

a. Name of Contractor;

b. Contract Number;

c. Task Order Number;

d. Description of Items Contained Therein;

e. Consignee's Name and Address; and

f. If applicable, packages containing software or other magnetic media shall be marked on external containers with a notice substantially as follows: "CAUTION: SOFTWARE/MAGNETIC MEDIA ENCLOSED. DO NOT EXPOSE TO HEAT OR MAGNETIC FIELDS."

SECTION E - INSPECTION AND ACCEPTANCE

E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The full text of a clause may be may be accessed electronically at the following websites: http://www.arent.gov and http://www.acqnet.gov.

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)

NUMBER	TITLE	DATE
52.246-4	INSPECTION OF SERVICES – FIXED PRICE	AUG 1996
52.246-5	INSPECTION OF SERVICES – COST-REIMBURSEMENT	APR 1984
52.246-6	INSPECTION-TIME-AND-MATERIALS AND LABOR-HOUR	MAY 2001

SECTION F - DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The full text of a clause may be may be accessed electronically at the following websites: http://www.arent.gov and http://www.acqnet.gov.

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)

NUMBER	TITLE	DATE
52.242-16	STOP WORK ORDER	AUG 1989
52.242-15	STOP WORK ORDER (ALTERNATE I)	APR 1984
52.242-17	GOVERNMENT DELAY OF WORK	APR 1984
52.247-34	F.O.B. DESTINATION	NOV 1991

F.2 PERIOD OF PERFORMANCE

The period of performance is date of award through six (6) months.

F.3 OBSERVANCE OF LEGAL HOLIDAYS AND EXCUSED ABSENCE

A. The Government hereby provides NOTICE and Contractor hereby acknowledges RECEIPT that Government personnel observe the listed days as holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas	December 25
Inauguration Day	January 20 every four years

B. In addition to the days designated as holidays, the Government observes the following days:
Any other day designated by Federal Statute
Any other day designated by Executive Order
Any other day designated by the President’s Proclamation

C. It is understood and agreed between the Government and the Contractor that observance of such days by Government personnel shall not otherwise be a reason for an additional period of performance, or entitlement of compensation except as set forth within the individual Order. In the event the Contractor's personnel work during the holiday, they may be reimbursed by the Contractor, however, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, other than their normal compensation for the time worked. This provision does not preclude reimbursement for authorized premium pay, if applicable to this contract as stated in its individual Orders.

F.4. PLACE OF PERFORMANCE: Place of performance is the contractor premise and US Department of Transportation, Office of Aviation Data, 1200 New Jersey Avenue, S.E., Washington, D.C. 20590.

F.5 TASK ORDERS

The Government, at its sole discretion intents to award one contract award from under this solicitation and issued subsequent task orders.

A. Task Orders will be issued by warranted Government Contracting Officers. The CO will order initial services and request work against the base contract through the issuance of individual task orders and obligate funds to cover the work required under that task order incrementally or in total.

B. All Statements of Work and estimated budgets for prospective task orders must be approved by the CO for the base contract.

C. Each task order will carry a specific task order number which will be cited on each invoice placed against the contract.

D. In no event shall the aggregate total of all task orders exceed the Maximum Ordering Limitation authorized in the contract. All task order statements of work and performance periods shall be within the scope of work and effective period of this contract.

F.6 TASK ORDERS, PLACEMENT, PROCESSING

A. The following ordering procedures shall apply to all Task Orders (TOs) issued under this contract. Any supplies and/or services to be furnished under this contract will be ordered by issuance of written Task Order Request for Proposal (TORFP) transmitted and transacted between the CO and the Contractor. TO's shall be issued in accordance with FAR provisions (See Section I), in addition:

1. Only an authorized Government Contracting Officer can issue a TO under this contract.

2. All TOs are subject to the terms and conditions of the base contract. In the event of conflict between a TO and the contract, the contract will take precedence, however, task orders may include technical, performance, reporting or other requirements that differ from those of the base contract. The resolution of any conflict between the contract and task order terms and conditions shall be the unilateral right of the Government Contracting Officer.

3. All costs associated with preparation, presentation, and/or discussion of the Contractor's TO proposal shall be at the Contractor's expense; post award TO administration (including applicable personnel cost allocations by TO) shall also be at the Contractor's expense. The Contractor is responsible for determining the most appropriate method for recovering such costs (e.g., direct or indirect charges to Task Orders) based on its standard accounting practices.

4. No work will be performed and no payment will be made except as authorized by a signed Task Order.

B. Task order execution against the base contract award is expected to take place in the following general manner:

1. The Government will first determines the extent of its requirements, developing a task order statement of work within the period of performance, deliverables an independent cost estimate, and TO COTR designate – collectively considered a draft TO request package.

2. The Government entity forwards the draft TO request package with an appropriately funded procurement request to the CO for review. The CO will review the package for completeness and to verify that proposed requirements of the TO request package fit within the scope of the overall contract. The CO will, in consultation with the TO COTR request changes to the draft TO request package as necessary.

3. Given a complete draft TO request package, the CO will initiate a task order against the Departments' requirement.

4. The Contractor will submit a proposal against the TO request package's requirements, followed by the Government's evaluation of responses and the subsequent negotiation and TO issuance.

5. When multiple contract awards have been made, an internal task order competition among awardees will be held. All awardees will be given the task order requirements and offered the opportunity to submit a task order proposal for the work by the CO. The Government will review the task order offers received and make an award determination. The task order award determination shall not be subject to protest.

F.7 BASE CONTRACT AND TASK ORDER ADMINISTRATION COSTS

Any and all Contractor administrative costs associated with the base contract and / or any task order issued thereunder are to be borne solely by the Contractor, are not separately or otherwise billable to the Government, and must be included as part of the fully loaded rates proposed and/or quoted.

F.8 TASK ORDER ADMINISTRATION

A. **Task Order Award.** The Contractor must not commence work until authorized by the CO through the issuance of a Task Order.

B. **Task Order Extensions (Non-funded).** The CO has the authority to extend the Contractor's performance under the task order beyond the estimated completion date set forth therein, provided that:

- This approval is made in writing before the original estimated completion date set forth in the task order and clearly states that the extension is at no additional cost to the task order;
- Performance must not extend beyond 60 calendar days from the original estimated completion date set forth in the task order; and
- Performance must not extend beyond the end of the period of performance in Section F.

C. The TO COTR has the authority to adjust the existing task order as long as the total dollar value of ordered is not exceeded. The TO COTR must provide any adjustment approval in writing to the Contractor and the cognizant Contracting Officer before the Contractor may make any adjustment. The Contractor must request and receive a task order modification from the cognizant Contracting Officer in advance if adjustment includes the addition work not originally included in the task order, or if the original total dollar value of the task order's labor would be exceeded.

D. **Task Order Ceiling Prices:** The total task order ceiling price includes a monetary sub-ceiling for total labor ordered and a separate monetary sub-ceiling for all other direct costs. The applicable Task Order shall identify all work. The TO COTR does not have the authority to approve revisions that exceed these respective sub-ceilings, or move costs from one sub-ceiling category to the other, or increase the overall total estimated cost of the TO.

F.9 CONTENTS OF TASK ORDERS

Government awarded Task Orders (TO) will include the following (as applicable):

1. Contract and Task Order Number;
2. Identify Responsible DOT Organization for the TO and TO Point of Contact, email address and phone number;
3. Identify Government officials (e. g., cognizant CO & TO COTR) contact information;
4. Total TO cost (and identify funding by increment or fully funded);
5. Obligated funding amount(s) and applicable Accounting Code(s)

6. TO resources table (including labor categories by CLIN, fully loaded [hourly] labor rates, number of labor hours, total labor cost by CLIN, and other direct costs (ODCs));
7. Period of Performance;
8. Place of Performance;
9. Statement of Work (SOW) with deliverables and results to which the contractor shall be held;
10. Applicable performance detail
11. Special Requirements/Relevant Information (e.g., waivers);
12. Government-Furnished Property, if any, to be furnished to the contractor;
13. TO work schedule as applicable;
14. Key/essential TO personnel; and
15. Payment Office information.

F.10 SURVEILLANCE OF SERVICES AND TIME RECORDS

(a) The official(s) designated below on a task order basis, shall be responsible for appropriate surveillance of all services to be performed under this contract. In so doing, such official(s) shall have the right to (1) review for accuracy the Contractor's time and attendance records of all workers assigned under the contract; (2) make frequent periodic visits to the work site to check on the presence of workers whose time is charged thereto.

Name: TBD on a task order basis
Address: TBD on a task order basis
Telephone No.: TBD on a task order basis

When performance is at the Government site, the Contractor's representative shall contact the Government representative named above upon arrival at and departure from the work site. If access to a security area is required, the designated Government representative will provide continuous escort service for Contractor's representative.

(End of Section)

SECTION G - CONTRACT ADMINISTRATION DATA

G.l CONTRACTING OFFICER

a. The Contracting Officer (CO) has overall responsibility for the Aviation Data Services contract.

b. The CO, alone, without delegation, is authorized to take action on behalf of the Government to amend, modify, or deviate from the terms, conditions, and requirements of the contract.

c. The CO may delegate certain other responsibilities to authorized representatives.

d. The CO for the Aviation Data Services contract, subject to change with notification to the contractor, is:

Ms. Carmencita D. Jones	Telephone:
Acquisition Services Division	202-493-0130
Room W83-493, M-63	
U.S. Department of Transportation	Facsimile
1200 New Jersey Avnue, S.E.	202-366-7510
Washington, D.C. 20590	

G.2 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

a. The Contracting Officer's Technical Representative (COTR) is designated by the Contracting Officer (CO) to provide technical direction with regard to the work requirements of the Aviation Data Services contract.

b. "Technical direction" means direction to the contractor that fills in details or otherwise completes the general description of the work requirements set out in the contract. Technical direction shall not include new assignments of work or be of such a nature as to cause an increase or decrease in the price of the contract or affect any other provision of the contract.

c. The responsibilities of the COTR in providing technical direction include, but are not limited to:

(1) acting as the day-to-day representative in charge of work requirements;

(2) ensuring the contractor's compliance with work requirements;

(3) conferring with the contractor about problems with compliance with work requirements;

(4) documenting the results of inspections, tests, meetings, and other similar matters with regard to compliance with work requirements; and

(5) ensuring that defects and omissions in compliance with work requirements are corrected by the contractor.

d. When the contractor believes that the COTR has directed an action that results in a change in the scope of the work, price, or any other term or condition of the contract, the contractor shall notify the CO promptly in writing. The contractor shall take no action under such direction by the COTR until the CO has resolved the question raised by the contractor.

e. The COTR for the Aviation Data Services contract, subject to change with notification to the contractor, is:

Mr. Richard Pittaway
U.S. Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, D.C. 20590
(202)-366-8856

G.3 INVOICES

Invoices shall reference the order number, the accounting and appropriation data, and the COTR/Consignee name.

The Contractor shall submit a receiving report or an advance copy of the invoice to the COTR/Consignee to expedite payment.

It is the federal Government's policy to pay contractor invoices via Electronic Funds Transfer (EFT). Unless the cognizant payment office has already been provided the necessary EFT information (e.g., EFT payments have been or are being made under other contracts by the same payment office), the contractor shall include the following information on its first invoice to effect EFT payments: the name, address, and 9-digit Routing Transit Number of the Contractor's financial agent; the Contractor's account number and the type of account (checking, savings, or lockbox); and name, title, telephone number, and signature (manual or electronic, as appropriate), of the official authorized to provide this information. Failure to include this information can result in rejection of the invoice as improper in accordance with FAR Part 32.9.

G.4 CONTRACT PAYMENT TERMS

Payment will be issue on a monthly basis according to each Task Order assignment as per the SOW.

The Department will authorize payment monthly upon completion of Task Order 1. Task Order 1 must be completed and approved by the Department before additional work on Task Order 2 will be authorized.

The Department will authorize monthly payment upon successful completion of Task Order 2.

The Department will authorize monthly payment upon successful completion of Task Order 3. The Department may authorize some work on Task Order 3 to commence before Task Order 2 is completed, but both previous Task Orders must be completed and approved by the Department before payment, full or partial, is authorized for Task Order 3.

The Department will authorize monthly payment upon successful completion of Task Order 4. Work on Task Order 4 may commence before Task Orders 1 through 3 are completed, but all previous Task Orders must be completed and approved by the Department before payment, full or partial, is authorized for Task Order 4.

The Department will authorize monthly payment successful completion of Task Order 5. The Department may authorize some work on Task Order 5 to commence before Task Order 4 is completed, but Task Order 4 must be completed and approved by the Department before payment, full or partial, is authorized for Task Order 5.

The Department will authorize monthly payment upon successful completion of Task Order 6. Task Order 6 must be completed and approved by the Department before payment, full or partial, and before work on Task Order 8 through 10 will be authorized.

The Department will authorize monthly payment upon successful completion of Task Order 7. The Department may authorize some work on Task Order 7 to commence before Task Order 6 is completed, but Task Order 6 must be completed and approved by the Department before payment, full or partial, is authorized for Task Order 7.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 DEFINITIONS: The following definitions shall apply to all provisions of the contract.

H.2 KEY PERSONNEL: Pursuant to TRANSPORTATION ACQUISITION REGULATION (49 CFR CHAPTER 12) CLAUSE 1252.237-73 KEY PERSONNEL (APR 2005):

(a) Offeror is required to provide name and title of the key personnel for this contract. The personnel as specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel, as appropriate.

(b) Before removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the contracting officer, in writing, before the change becomes effective. The Contractor shall submit information to support the proposed action to enable the contracting officer to evaluate the potential impact of the change on the contract. The Contractor shall not remove or replace personnel under this contract until the Contracting Officer approves the change.

The Key Personnel under this Contract are:

KEY PERSONNEL	NAME

H.3 AVAILABILITY OF FUNDS

Funds are available by individual Task Orders and not by the contract itself. The task orders will be incrementally funded in accordance with Section C, G.4, I.3 and I.4.

H.4 TRAVEL AND PER DIEM

1. In general, there is minimal travel contemplated for this contract and its task orders.

2. Travel costs will <u>not</u> be reimbursed unless: (a) the Task Order in question explicitly authorizes reimbursement of travel costs; or (b) the Task Order in question was awarded based on a task order cost proposal that included an explicit itemization of, and an estimated pricing of, the travel in question; or (c) travel costs are recovered through the contractor's billing of fully-loaded hourly pay rates agreed to by the Government.

3. All travel from or to a point outside the Washington, D. C. metropolitan area (i.e., "non-local travel") requires specific written approval by the cognizant Government Contracting Officer, and

such approval must be obtained in advance of any non-local travel. For any task order that is issued by the Contracting Officer based on a task order cost proposal that explicitly included and itemized specific non-local travel-trip(s), such travel-trips are automatically pre-approved by the Contracting Officer's *issuance* of the task order.

5. Reimbursable *Rates* and *Dollar* Amounts for Government-Approved Non-Local Travel:

(a) Travel by air will be reimbursed at actual cost, but not to exceed coach fare. However, the contractor shall make a good-faith attempt to obtain economical coach airfares by booking flights as far in advance of the travel dates as is possible. Travel subsistence reimbursement will be authorized under the rates and conditions of the Federal Travel Regulations and the Department's Travel Manual (DOT 1500.6A).

(b) Per diem will be reimbursed at actuals, not to exceed the per diem rates set forth in Federal Property Management Regulations (FPMR) 41 CFR Chapter 101, Chapter 7, GSA Bulletin FPMR A-40 Supplement (in effect at time of travel). (Allowable per diem rates are also set forth in the GSA Per Diem Rates website.) Travel of more than 10 hours, but less than 24 hours, when no lodging is required, per diem shall be one-half of the Meals and Incidental Expenses (M&IE) rate applicable to the location of the temporary duty assignment. If more than one temporary duty point is involved, the allowance will be one-half of the M&IE rate prescribed for the location where the majority of the time is spent performing official business. The Per Diem allowance shall not be allowed when the period of official travel is 10 hours or less during the same calendar day. Travel by privately owned vehicle will be reimbursed at the current GSA approved mileage rate (but *commuting* costs will *not* be reimbursed). If the Contractor incurs non-local travel costs in excess of the amount shown in the applicable TO, the excess costs shall be at the contractor's own expense. If no non-local travel costs are shown in the applicable task order, then the contractor shall be responsible for any non-local travel costs exceeding the non-local travels costs shown in the cost proposal from which the task order was awarded.

(c) The Federal Travel Regulations are available, on a subscription basis, from the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402. When ordering, the stock numbers are 922-002-00000-2. No such subscription shall be a reimbursable cost element under this contract.

6. Non-reimbursed Travel: Travel expenses of any kind incurred for personal convenience between home and Contractor's business location (or, in the case of subcontractor personnel, home and the subcontractor) will not be reimbursed hereunder. Costs for travel to and from Headquarters (HQ) involving the Contractor or Subcontractor personnel assigned to HQ will not be reimbursable under the resultant Contract. Any questions concerning travel policy shall be directed to the Contracting Officer before costs are incurred.

H.5 RESTRICTIONS ON DISCLOSURE OF INFORMATION

A. Except as authorized in writing by the Contracting Officer, the Contractor shall not disclose, orally or in writing, any:

1. Proprietary Information (that is, technical information, such as trade secrets, which is proprietary to any person or firm); or
2. Privacy Information (that is, information protected under the provisions of the Privacy Act of 1974);
3. Privileged Information (that is, financial or commercial information concerning another person or firm which is privileged or personally confidential); or
4. Government Information (that is, information or data stored, processed, or handled in providing services under this Contract or which may come into the possession of the Contractor in providing services under this Contract or which may come into the possession of the Contractor in providing services under this Contract).

B. The Contractor shall not use or access any information described in paragraph A above for any purpose other than to perform this Contract in accordance with its terms and conditions.

C. The Contractor shall obtain from each of its employees a written agreement to protect all such information described in paragraph A. above against accidental or intentional disclosure. All such agreements shall be subject to the approval of the Contracting Officer. In addition, the Contractor shall require its employees, through appropriate training and promulgation of company policies and procedures, to comply with the provisions of this section.

D. The restrictions in this section do not apply to any information if and when such information becomes part of the public domain.

E. The Contractor shall include, or require the inclusion of, the substance of this Section in all subcontracts, including lower-tier subcontracts, unless otherwise specified in writing by the Contracting Officer.

SECTION I - CONTRACT CLAUSES

I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference, with the same force and effect as if they were given in full text, in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE". The full text of a clause may be accessed electronically at the following address: http://www.arnet.gov/far.

The clause(s) below are hereby incorporated by reference.

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)

CLAUSE No.	TITLE	DATE
52.202-1	DEFINITIONS	JUL 2004
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	SEP 2006
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	SEP 2007
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION	JUL 2006
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	SEP 2007
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	SEP 2006
52.211-5	MATERIAL REQUIREMENTS	AUG 2000
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.215-10	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	OCT 1997

CLAUSE No.	TITLE	DATE
52.215-11	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA - MODIFICATIONS	OCT 1997
52.215-12	SUBCONTRACTOR COST OR PRICING DATA	OCT 1997
52.215-13	SUBCONTRACTOR COST OR PRICING DATA – MODIFICATIONS	OCT 1999
52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS	OCT 2004
52.215-16	FACILIITIES CAPITAL COST OF MONEY	JUN 2003
52.215-17	WAIVER OF FACILITIES CAPITAL COST OF MONEY	OCT 1997
52.215-18	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS	JULY 2005
52.215-21	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA - MODIFICATIONS	OCT 1997
52.216-18	ORDERING	OCT 1995
52.216-21	REQUIREMENTS	OCT 1995
52.222-3	CONVICT LABOR	JUN 2003
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	MAR 2007
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	SEP 2006
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	SEP 2006
52.223-5	POLLUTION PREVENTION AND RIGHT TO KNOW INFORMATION	AUG 2003
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	AUG 2003
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	FEB 2006
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT	(FEB 2000)
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-14	RIGHTS IN DATA –GENERAL	JUN 1987
52.227-17	RIGHTS IN DATA - SPECIAL WORKS	JUN 1987
52.227-19	COMMERCIAL COMPUTER SOFTWARE – RESTRICTED RIGHTS	JUN 1987

CLAUSE No.	TITLE	DATE
52.228-5	INSURANCE – WORK ON A GOVERNMENT INSTALLATION	JAN 1997
52.228-7	INSURANCE—LIABILITY TO THIRD PERSONS	MAR 1996
52.232-1	PAYMENT	APR 1984
52.232-7	PAYMENT UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS	FEB 2007
52.232-8	DISCOUNTS FOR PROMPT PAYMENT	FEB 2002
52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	OCT 2003
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-1	DISPUTES	JUL 2002
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM	OCT 2004
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.239-1	PRIVACY OR SECURITY SAFEGUARDS	AUG 1996
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	MAY 2001
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	JAN 1997
52.242-13	BANKRUPTCY	JUL 1995
52.243-1	CHANGES—FIXED PRICE	AUG 1987
52.243-1	CHANGES---FIXED PRICE, ALTERNATE I	APR 1984
52.243-7	NOTIFICATION OF CHANGES	APR 1984
52.244-2	SUBCONTRACTS	JUN 2007
52.244-2	SUBCONTRACTS, ALTERNATE II	AUG 1998
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	DEC 2004
52.245-1	PROPERTY RECORDS	JUN 2007
52.245-2	GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES	JUN 2007
52.246-23	LIMITATION OF LIABILITY	FEB 1997
52.246-25	LIMITATION OF LIABILITY--SERVICES	FEB 1997

CLAUSE No.	TITLE	DATE
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	MAY 2004
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984
52.249-14	EXCUSABLE DELAYS	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)

I.2 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

(a) The Contractor shall make the following notifications in writing:
(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.
(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.
(b) The Contractor shall—
(1) Maintain current, accurate, and complete inventory records of assets and their costs;
(2) Provide the ACO or designated representative ready access to the records upon request;
(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and
(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.
(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).
(End of clause)

I.3 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through six (6) months.
.
(b) All delivery orders or task order are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered “issued” when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.
(End of clause)

I.4 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than $250.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of $100,000.00

(2) Any order for a combination of items in excess of $300,000.00

(3) A series of orders from the same ordering office within 10 days that together call for quantities exceeding the limitation in subparagraph (b) (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.5 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES.

As prescribed in 22.1006(b), insert the following clause:

STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:
It is not a Wage Determination

Employee Class Monetary Wage—Fringe Benefits

_____ _____

_____ _____

_____ _____

_____ _____

I.6 52.237-3 CONTINUITY OF SERVICES (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to—
(1) Furnish phase-in training; and
(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor consistent with H.6 of this solicitation.
(b) The Contractor shall complete the transition-out plan as required by H.4.2 and, upon the Contracting Officer's written notice, provide phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.
(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.
(End of clause)

I.7 52.252-3 ALTERATIONS IN SOLICITATION (APR 1984)

Portions of this solicitation are altered as follows: None.

(End of Clause)

I.8 DEPARTMENT OF TRANSPORTATION (DOT) CLAUSES INCORPORATED BY REFERENCE

This Contract incorporates the following Transportation Acquisition Regulation clauses by reference, with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make the full text available.

Clause #	Title and Date
1252.223-71	Accident and Fire Reporting (OCT 2005)
1252.242-71	Contractor Testimony (OCT 1994)
1252.242-72	Dissemination of Contract Information (OCT 1994)

SECTION J, ATTACHMENT J-1

PAST PERFORMANCE SURVEY RESPONSE FORM

(“PAST PERFORMANCE REFERENCES”)

- -

PAST PERFORMANCE SURVEY FOR:

____ (company name)

PAST PERFORMANCE SURVEY RESPONSE FORM (to be completed by customer)

1	Name of Client/Customer	
2	Organization Point of Contact	
3	Point of Contract Position/Title	
4	Point of Contract Day Time Phone Number	
5	Contract Name/Identifier	
6	Type of Instrument (Fixed Price (FFP); Cost Price Firm Fixed (CPFF); Cost Plus Award Fee (CPAF); or Other):	
7	Period of Performance (month/year – month/year)	
8	Contract Dollar Value (w/Options):	
	Was Contractor the Prime or Sub-contractor	
9	Service Description:	
10	Complexity of Work (e.g. difficult, routine):	
11	Type and extent of subcontracting (if applicable):	
12	How satisfied were you with this Contractor’s overall performance?	
13	Contractor’s Strengths:	
14	Contractor’s Weaknesses:	
15	Customer Signature & Date	

J-2 PREVIOUS CONTRACTS LIST

The Previous Contracts List for (insert name of offeror or teaming partner), represent the three largest dollar value, and four most recent contracts, task orders or projects, which include work primarily the same/very similar to that in the Aviation Data Modernization Project SOW, and that have been performed over the last five years:

Contract Number	Gov't or Comm.	Customer Name	Customer Address	Contact Name/Title/Phone	Size of Effort[3]	Performance Period	Contract Type[4]	Prime or Subcontractor
Example 1	Gov't	Federal Aviation Admin.	Office of Info. Tech. 800 Independence Ave. SW Washington, DC 20591	Mike Jones / Manager /202-000-0000	M	11/1/02 to 9/30/04	CPFF	AAZ Corp, Wash., DC
Enter below the three largest dollar value contracts, task orders or projects which include work primarily the same/very similar to that in the Aviation Data Modernization Project SOW, and that have been performed over the last five years.								
Enter below the four most recent contracts, task orders or projects, which include work primarily the same/very similar to that in the Aviation Data Modernization Project SOW, and that have been performed over the last five years.								

Note: This table may be provided in landscape format to allow for additional space.

[3] **L**arge (.>$10M); **M**edium ($1M-10M); **S**mall (<$1M)
[4] Firm Fixed Price (FFP); Cost Price Firm Fixed (CPFF); Cost Plus Award Fee (CPAF); or Other

Attachment J-3 – Award Qualification Criteria Certification Form

The Aviation Data Modernization Project contract award is an set-aside for small concerns acquisition with mandatory qualification requirements for its subsequent RFP set-aside competition. The mandatory criteria are:

- Certified small business concern;
- Demonstrated minimum 5 year continuous company business history with respect to the aviation services and support requirements;
- Within applicable North American Industry Classification System (NAICS) codes identified for the solicitation;
- Demonstrated financial resources to fully cover contract amount and,

Potential offerors meeting these mandatory qualifications criteria shall provide completed information as required by this form below, including original signature and title of the responsible official for such certification. Please note that misrepresentation of information on this form is grounds for disqualification from further proposal consideration.

- -

AWARD QUALIFICATION CRITERIA CERTIFICATION

I, ____________________________, do certify that I represent
____

Certifiers Name (print/type) Offeror's Company Name

and that our company meets all of the mandatory qualification criteria listed herein for an offeror as prime contractor under the Aviation Data Modernization Project acquisition. To that end I certify that the named company above is:

- a current certified small business;
- having a minimum 5 year continuous company business history with respect to the Aviation Data Modernization Project services and support requirements;
- meet the applicable North American Industry Classification System (NAICS) codes identified for the solicitation; and,
- can demonstrated financial resources to fully cover contract amount.

____

Certifying Official's Signature

____ ___________________

Certifying Official's Title **Date**

J-4 NON-DISCLOSURE FORM

CONTRACTOR EMPLOYEE NON-DISCLOSURE AGREEMENT

It is understood that as part of my official duties under the Aviation Data Modernization Project Contract or any of its task orders, I may come in contact with Government procurement sensitive information or proprietary business information from other contractors (e.g., cost data). I, as an official Government contractor employee, certify that I will not disclose, publish, divulge, release, or make known, in any manner or to any extent, to any individual other than an appropriate or authorized Government employee, the content of any sensitive information provided during the course of my employment. I understand that for the purpose of this agreement, sensitive information is to include procurement data, contract information, plans, strategies or other information not of a publicly released and available nature through appropriate sources..

I further certify that I will use proprietary business information only for official purposes in the performance of Aviation Data Modernization Project Contract and task order work, and will disclose such information only to those individuals who have a specific need to know in performance of official Government duties. I specifically will not disclose any such information to employees of my company or any other contractor employees who have not signed an applicable non-disclosure agreement. I will take all reasonable precautions to protect and to prevent the unauthorized disclosure and use of such information.

I hereby certify that I have read the non-disclosure agreement described above and I am familiar with the directives and policies governing the disclosure of sensitive information. I will fully and completely observe these directives and will not disclose such information to any unauthorized person, or use any information obtained for private use or gain at any time.

_____ _____

NAME (Please Print) SIGNATURE DATE

_____

ORGANIZATION/AFFILIATION

J-5 TYPICAL CONTRACT PERFORMANCE CRITERIA

Although at the time when this Solicitation was issued DOT was not planning to specify, in any contract awarded from this Solicitation, any quantitative performance metrics or any monetary performance incentives or any monetary penalties to be exacted against a contractor for poor performance, DOT does nevertheless reserve the right to implement such quantitative performance metrics and such monetary performance incentives and such monetary penalties in the negotiation and awarding of any individual *task order(s) hereafter* issued under any such contract. Any such quantitative performance metrics and monetary incentives and monetary penalties would be *discussed* with the contractor at such future times, *before* being implemented in task order(s).

Accordingly, this Attachment J-1 serves merely as a *place-holder* that might *later* be filled in with Contract Performance Criteria in the event that DOT ever *hereafter* decides to *implement* such a performance measurement system in any individual *Task Orders* issued under any contract awarded from this Solicitation.

(End of Section)

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

The Offeror must complete representations and certifications on the Online Representations and Certifications Application (ORCA), available online at http://orca.bpn.gov http://orca.bpn.gov/ by the due date of the proposal submission. Note that access to the ORCA system may take several days for new registrations; Offerors registering in the system for the first time should therefore allow sufficient time to complete the representations and certifications process prior to the due date for proposal submissions.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

http://arnet.gov/far/

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)

NUMBER	TITLE	DATE
52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS)	
52.215-1	INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION	JAN 2004
52.215-16	FACILITIES CAPITAL COST OF MONEY	JUN 2003
52.215-20	REQUIREMENT FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA	OCT 1997
52.216-27	SINGLE OR MULTIPLE AWARDS	OCT 1995
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	FEB 1999
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES	FEB 1993
52.232-38	SUBMISSION OF ELECTRONIC FUNDS TRANSFER INFORMATION WITH OFFER	MAY 1999
52.237-10	IDENTIFICATION OF UNCOMPENSATED OVERTIME	OCT 1997

L.2 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed-Price, Performance Base, Delivery Task Order type of contract resulting from this solicitation.

L.3 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting

Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Ms. Joannie Newhar
Office of Senior Procurement Executive, M60
Office of the Secretary
1200 New Jersey Avenue, SE
Washington, DC 20590

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.4 GENERAL NOTICES

a. The procurement for Aviation Data Services is a full and open competitive requirement for large business concerns.

b. The type of contract award is Firm Fixed-Price, Performance Base, Delivery Task Order .

c. NACIS Code is 541611.

L.5 PROPOSALS

L.5.1 SUBMISSION

a. Proposals shall be submitted and received on or before 11:00 a.m., Eastern Standard Time, on July, 21, 2008, to Contracting Officer:

Acquisition Services
Room W83-493
U.S. Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, D.C. 20590
Attn: Ms. Carmencita D. Jones

b. Proposals shall consist of 1 original proposal, with 5 copies of the proposal, in a sealed envelope that shall show on the outside of the envelope the name and address of the offeror, and the date and hour the proposal was submitted at the address in Paragraph L.5.1.

L.5.2 FORM: Proposals shall be submitted in two parts. Part I shall contain the Technical Plan and Part II shall contain the Price Plan. Both parts shall be complete in themselves.

L.5.3 PROPOSAL PART I - TECHNICAL PLAN

a. Technical Plans shall be submitted in accordance with Section M.3 and M.3.a.

b. Technical Plans shall not exceed 50 pages of single-spaced typed text, with reasonable and appropriate margins.

L.5.4 PROPOSAL PART II - PRICE PLAN

- The Offerer's price will include labor, fringe benefits, overhead, travel and other direct costs, subcontractors, general and administrative fees, profit for the base year, and all options;
- The Offerer's estimation of the minimum number of trips to DOT headquarters in Washington DC and the estimation of the minimum number of trips to other locations if applicable;
- The Offerer will submit a written technical proposal and specifications (e.g. a total of no more than 50 pages, excluding resumes and conflict of interest statements); and
- The Offerer will also submit the pricing information requested on the RFP.

L.6 REQUESTS FOR CLARIFICATION

L.6.1 SUBMISSION: Requests for clarification of the Request For Proposal shall be submitted and received on or before 11:00 a.m., Eastern Standard Time, on 09/17/2008 . All clarifications and answers by an Amendment referencing this solicitation

L.7 ALTERNATE PROPOSALS

An Offeror (including teaming partners) may not submit alternate proposals. If an Offeror submits more than one proposal, all proposals will be returned without evaluation since the DOT would have no basis for making a determination of which of the proposals the Offeror intended to have evaluated.

L.8 GENERAL INSTRUCTIONS TO OFFERORS

(a) Award. The U. S. Government anticipates awarding a single contract as a result of this Solicitation.

(b) RFP Instructions. If an Offeror does not follow the instructions set forth herein, the Offeror's proposal may be eliminated from further consideration or the proposal may be down-graded and not receive full or partial credit under the applicable evaluation criteria.

(c) Accurate and Complete Information. Offerors must set forth full, accurate and complete information as required by this RFP. The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.

(d) Pre-award Survey. Government reserves the right to perform a pre-award survey which may include, but is not limited to: (1) interviews with individuals to establish their ability to perform contract duties under the project conditions; (2) a review of the prime contractor's financial condition, business and personnel procedures, etc.; and (3) site visits to the prime contractor's institution.

(e) Offer Acceptability. The Government may determine an offer to be unacceptable if the offer does not comply with all of the terms and conditions of the RFP and prospective contract:

(1) Completion of Standard Form 33, Blocks 12 through 18;

(2) Submission of proposed costs/price and indirect cost information as required by Section B of this RFP;

(3) Submission of information required by Section L or any other section of this RFP. The submission of these items in accordance with these instructions will, if the Government accepts the offer, contractually bind the Government and the successful Offeror to the terms and conditions of the prospective contract. Offerors shall follow the instructions contained in this RFP and supply all information and signature/certifications, as required.

(4) Proposal Preparation Costs. The U.S. Government will not pay for any proposal preparation costs.

L.9 DELIVERY INSTRUCTIONS

(a) Proposals submitted in response to this RFP will be received in the following manner: bound hardcopy with electronic media (CD) copy included only. Facsimile submissions will not be accepted. Questions in response to this solicitation must be received in writing via e-mail only to Carmencita D. Jones, Contracting Officer at Carmencita.Jones@dot.gov.

(b) Closing Date and Time. All proposals in response to this RFP shall be due at the below address, **09/22/2008 by 11:00am EST.**

(c) The information requested below must be clearly marked on the outside with the following information:

Technical and Cost/Price Proposals must be kept separate from each other. Technical Proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

(a) Number of proposal copies:

Technical Proposal Volume I

- An original and five (5) hard copies of the Technical Proposal are required.
- Three (3) media copies on CD of the complete Technical Proposal including all documents provided in hardcopy in unzipped format using Microsoft Word and Microsoft Excel.

Cost/Price Proposal Volume II

- An original and two (2) hard copies of the Cost/Price Proposal are required.
- Three (3) media copies on individual CDs of the complete Cost/Price Proposal included with the original Cost/Price Proposal in unzipped format using Microsoft Word and Microsoft Excel.

(e) Mailing Addresses. Proposals shall be delivered to the following addresses:

If Sent via U.S. Postal Service:	**Hand-Carried, or via Courier Service**
Ms. Carmencita Jones Contracting Officer, M63 Acquisition Services, Government 1200 New Jersey Avenue, SE Washington, D.C. 20590	U.S. Department of Transportation OST/Acquisition Svcs / M-63 1200 New Jersey Avenue, SE Washington, D.C. 20590

L.10 INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

This RFP is expected to result in the issuance of one contract award. The Aviation Traffic Data Modernization Project services award will focus on the array of aviation services including specialized capabilities in this area as specified in Section C. For all tasking, the Government Contracting Officer will request work through the issuance of task orders during the ordering period as specified in Section C of the contract.

a. The Offeror's proposal shall be composed of two volumes, "Technical Volume I" and "Cost/Price Volume II". Each volume of each set shall be submitted in a standard three ring binder adequate for their content. Each binder shall be clearly labeled on the outside front with the Volume name as shown above, designated as "Original", "Copy 1" or "Copy 2", etc., include the solicitation name and number, the offeror's name, business address, name of a proposal point of contact and their day time phone number. Proposal pages for "Technical Volume I" must be sequentially numbered, with each part separated by a labeled tab or labeled colored divider page.

b. In its proposal completeness review prior to further evaluation, the Offeror's proposal must contain and the Government will be reviewing proposals for the completed and signed (if applicable) documents identified in the following "Completeness and Format" table:

Completeness and Format Table

Completeness Component
Five (5) complete hard copy Technical Volume I proposals
Three (3) complete hard copy Cost/Price Volume II proposals
Three (3) complete and labeled media copies of the proposal for both Technical Volume I and Cost Volume II included with the Cost/Price Volume
One original signature transmittal letter at the beginning of each Cost/Price Volume II
Award Qualification Criteria Certification Form" at the beginning of each Cost/Price Volume II proposal
Status Certification Form" in each Cost/Price Volume II
Signed key personnel resumes
"Previous Contracts List Technical Proposal Volume I
"Past Performance Record Form" at the beginning of Chapter 3 in original and all copies of Technical Proposal Volume I
Completed Section "B"
Format Component

Offerors are cautioned that proposals that <u>do not include</u> the number and type of items required by the "Completeness Component" in the table above may be considered non-responsive and not considered further in the evaluation and award process. Offerors are also cautioned that observance of the "Format Component" requirements of the table above will be considered in the proposal evaluation process.

c. Detailed information should be presented only when required by specific RFP instructions.

d. Proposals are limited to the following number of pages:

<u>Technical Proposal Volume I</u>
See M3a and M3b

<u>Cost/Price Proposal Volume II</u>
No specific page limitations

L.11 TECHNICAL VOLUME I - CHAPTER 3. PAST PERFORMANCE NARRATIVE

In preparing their past performance narrative portion of their proposal, the offeror should provide narrative and other information that they consider relevant experience for the work required by the solicitation's statement of work and that best demonstrates their previous performance of those activities on other contracts. The offeror should address past performance narrative aspects such as:

Past Performance: The Contractor must demonstrate (provide references and phone numbers) experience in the activities listed above. The past performance/experience of the contractor's division and/or personnel performing this statement of work (SOW) will be evaluated.

L.11.1 PAST PERFORMANCE REFERENCES

The Offeror must provide past performance references for itself and each teaming partner if proposed. This past performance information must be submitted in the proposal using **Attachment "Previous Contracts List."** The offeror shall complete the "**Previous Contracts List"** for itself and all teaming partners (if applicable), providing the required information on the form for **t**he three largest dollar value, and four most recent contracts, task orders or projects, which include work primarily the same/very similar to that in the SOW and that have been performed over the last five years.

L.11.2 PAST PERFORMANCE SURVEYS

Offeror must provide past performance references for itself and each teaming partner (if proposed) from current and/or previous customers as identified in Attachment J-2.
a. Using **Attachment "Past Performance Survey Response Form"** the offeror shall request a past performance reference from at least five of references in the **Previous Contracts List** above.
b. The past performance survey form must be returned directly to the Government's Contracting Officer at the address shown in L.5 by the solicitation's closing date.
c. In its proposal, using **Attachment "Past Performance Record Form"** (and not counted as part of the page count), the offeror and teaming partner(s) as applicable, shall submit the names of those references that they sent the "Past Performance Survey Response Form", the date sent and the date and time of at least one follow-up phone call to the customer to inquire about the status of the survey response back to the Government.

L.11.3. PAST PERFORMANCE INFORMATION

The Government may use past performance information obtained from other than the sources identified by the offeror or teaming partners. The Government shall determine the relevance of similar past performance information and apply it as considered appropriate in the evaluation and/or source selection processes.

L.12 INSTRUCTIONS FOR THE PREPARATION OF THE COST/PRICE PROPOSAL

Offerors must submit the Cost/Price Proposal in three-ring binders and include the following information. Failure to include all information may result in rejection of the proposal as being unacceptable.

L.13 POLICIES AND PROCEDURES

If the offeror does not have prior Government contracting experience, submit a copy of its personnel policies, especially regarding salary and wage scales, fringe benefits, merit increases, promotions, leave, differentials, travel and per diem regulations, etc.

L.14 JOINT VENTURE INFORMATION

If two or more parties have formed a partnership or joint venture (see FAR Subpart 9.6), for the purposes of submitting a proposal under this Solicitation and, if selected, would perform the contract as a single entity, they must submit, as an attachment to the Cost/ Price Proposal, the Corporate Charter, By-Laws, or Joint Venture or Partnership Agreement. In addition, the teaming arrangements must be identified, company relationships must be fully disclosed, and respective responsibilities and method of work must be expressly stipulated. The joint venture or partnership agreement must include a full discussion of the relationship between the organizations, including identification of the organization, which will have responsibility for negotiation of Task Orders under the resultant contract, which organization will have accounting responsibility, how work will be allocated, and profit or fee, if any, shared. In addition, the principles to the joint venture or partnership agreement must agree to be jointly and severally liable for the acts or omissions of the other.

L.14.1 PART 6 - EVIDENCE OF RESPONSIBILITY

The offeror must submit sufficient evidence of responsibility for the contracting officer to make an affirmative determination of responsibility pursuant to the requirements of FAR Subsection 9.104-1. Accordingly, prime offerors should seriously address each element of responsibility.

To be determined responsible, a prospective contractor must

(1) Have adequate financial resources to perform the contract, or the ability to obtain them (see FAR 9.104-3(a));

(2) Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;

(3) Have a satisfactory performance record (See FAR 9.104-3(b) and Subpart 42.15). A prospective contractor shall not be determined responsible or non-responsible solely on the basis of a lack of relevant performance history, except as provided in FAR 9.104-2;

(4) Have a satisfactory record of integrity and business ethics;

(5) Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). (See FAR 9.104-3(a));

(6) Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them (See FAR 9.104-3(a)); and

(7) Be otherwise qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, etc.).

L.14.2 LETTERS OF COMMITMENT (TEAMING PARTNERS)

The Cost/Price Proposal must include a letter, on teaming partner letterhead, and signed by an authorized representative of each teaming partner, which specifically indicates the teaming partner's agreement to be included in the offeror’s proposed teaming arrangement.

L.14.3 INFORMATION TO SUPPORT CONSENT TO MAJOR TEAMING PARTNERS

The offeror must address each of the elements in FAR 44.202-2 in order for proposed teaming partner to be considered by the contracting officer for consent of teaming partner to be granted with the initial award.

SECTION M: EVALUATION FACTORS AND AWARD PROCESS

M.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The full text of a clause may be may be accessed electronically at the following websites: http://www.arent.gov and http://www.acqnet.gov.

M.2 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE. (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a clause may be accessed electronically at these addresses: *http://www.arnet.gov/far/* (the Official GSA Site of the Federal Acquisition Regulations (FAR)); *http://www.dot.gov/ost/m60/tamtar/tar.htm* (the Official DOT Site of the Transportation Acquisition Regulations (TAR)).

M3. EVALUATION FACTORS AND CRITERIA

Each Offeror will have a sound financial and economic standing. Each Offeror will develop a written proposal and preliminary project plan for work to be done to create a system requirements specifications document suitable for use by information technology system designers that will maximize the usefulness of the disseminated data and minimize the cost to the government. Each Offeror should explain the methodology and analytical approach that will be used to identify, analyze, validate, verify, and document the functions and features that will appear in the set of requirements, the process flow model, and the data flow model developed by the Offeror for the design of the system. Each Offeror's technical proposal will be reviewed, evaluated, and rated by members of the Department's technical evaluation panel established for this purpose.

M3.a. Technical Factors

Contract Award is based on technical and other factors that provide "Best Value" to the Department. The specific technical factors are identified as follows:

(1) Airline industry knowledge of passenger revenue accounting and airline itinerary processing procedures

(2) Information technology knowledge of airline business

(3) Knowledge of data warehouse design concepts

(4) Knowledge of functional, and operational requirements analysis

(5) Past performance

(6) Methodology model

Knowledge of airline passenger revenue accounting and itinerary processing procedures (*Factor 1*) is more important than knowledge of airline business, functional and operational requirements analysis and engineering (*Factor 2*), is more important than knowledge of data warehouse design concepts (*Factor3*), which is considered more important than knowledge of functional, and operational requirements analysis (*Factor 4*), which is considered more important than past performance (*Factor 5*), which is considered more important than the methodology model (*Factor 6*).

Other factors include management approach to executing the contact and price. These factors will be considered last, and will be evaluated but not scored.

M3.b. Evaluation Criteria

For Factor 1 and 2, the Offeror will demonstrate an ability to retain a SME in airline accounting and a SME in information technology used at airlines on the project staff. The accounting SME will demonstrate a thorough understanding of sales-based passenger revenue accounting concepts. A basic understanding of lift-based passenger revenue accounting concepts is a plus. The information technology SME will demonstrate knowledge of the contemporary information technology capabilities of at least one airline. Knowledge of the IT capabilities of multiple airlines is a plus. The information technology SME will also demonstrate knowledge of information technology concepts including data warehouse design.

Skills of the core team members will be evaluated as to the following:

- A strong knowledge of passenger revenue accounting concepts and a working knowledge of (1) the IATA standard agent's ticket, (2) a proprietary airline version of the IATA standard agent's ticket, or (3) the Airline Tariff Publishing Company's Transmission Control Number record;
- Understanding of airline ticket sales information systems processing and procedures;
- Understanding of airline revenue accounting procedures (including interline billing);
- Familiarity with Airlines Reporting Corporation ticket sales processes;
- Familiarity with airline ticket lift information systems processing and procedures;
- Familiarity with airline reservations systems and procedures;
- Familiarity with the Department's current O&D Survey, including the difference between the Department's "directional passenger" concept and the industry's "one-way passenger" concept;
- Familiarity with the Department's current T-100 and T-100(f);
- Familiarity with the relationship between passenger counts that are apparent on an airline ticket (as it appears on the day it was sold) and the T-100/T100(f) passenger counts;
- Familiarity with the relationship between enplaned passenger counts and onboard passenger counts;
- Familiarity with connect point logic (in the context of deriving airline passenger origins and destinations);
- Familiarity with basic familiarity with statistical analyses, including concepts such as standard deviation and R squared;
- Familiarity with Airline code-share concepts, both franchise code-share and alliance code-share; and

- Familiarity with hardware and software currently in use at airlines based in the U.S., especially data warehouse design concepts.

For Factor 3, the Offeror will demonstrate an understanding of data warehouse concepts. Knowledge of principal staff will be evaluated as to the familiarity with relational database concepts. A basic understanding of concepts such as slowly changing dimension tables and meta data is required.

For Factor 4, the Offeror will demonstrate an understanding of the practice of information technology requirements analysis and engineering. The Offeror's staff will demonstrate an understanding of contemporary requirements elicitation, analysis, documentation, verification practices and the ability to apply them. A basic understanding of project management concepts, particularly the organized management of specification changes is required.

Knowledge of principal staff will be evaluated as to the following:

- Familiarity and experience with a commercially recognized requirements management software package such as CaliberRM, DOORS, or Rational RequisitePRO;
- Familiarity with designing edit, transform, and load IT systems capable of processing the required number of records per month;
- Familiarity with Federal enterprise architecture models; and
- Familiarity with Department of Transportation information technology documentation standards, as well as such other standards as may also be applicable.

For Factor 5, the Offeror will provide at least two sources for similar modeling work performed to support a government or private sector structured software requirements specification, preferably related to the airline industry, that demonstrates the Offerors skills as described in Factor 1. The Offeror will identify for each source:

- Program Office;
- Point of Contact (POC);
- Telephone/Fax No.;
- Title of Work;
- Description of Work;
- Duration of Contract; and
- Contract Dollar Value.

For Factor 6, the Offeror will provide, at minimum, a methodology that will produce a set of requirements that are readable and understandable by non-technology oriented stakeholders and sufficiently unambiguous as to be usable by information technology architects, developers and testers.

The proposed methodology includes the following features:

- Documentation of functions and features can be consistently formatted with reference numbers;
- The methodology can link related requirements allowing Department stakeholders to trace the consequences of changing a requirement;

- The traceability features can identify all such related requirements that might be affected if a linked requirement is changed;
- The author of and estimated difficulty for each recommendation is recorded and is readily apparent;
- A priority rank within an established ranking hierarchy can be assigned to each requirement; and
- The methodology is capable of differentiating the user's requirements (business requirements) from the requirements imposed by the Department's Information Technology architecture (technical requirements.)

For Factor 7, the Offeror must propose a candidate for project manager with strong project planning and management skills capable of developing systems at a level of detail specified in this request for proposal. The Offeror will:

- Include a description of the project manager's experience and expertise in project management;
- Include a description in the project manager's experience and expertise in requirements documentation; and
- Include a description of the project manager's experience in managing projects in the airline industry.

The Offeror will describe the management plan to be used to generate the final product. This plan will:

- Establish a proposed project organization structure;
- Include a preliminary high level project plan to identify, analyze, validate, verify, and document the required functions and features of this system, including a preliminary project time line;
- Include a description of the Offeror's expertise in (or knowledge of) Federal enterprise architecture requirements;
- Include a description of the Offeror's expertise in (or knowledge of) Department of Transportation information technology documentation standards, as well as such other standards as may also be applicable;
- Include a description of the Offeror's expertise in (or knowledge of) Federal data security requirements;
- Include a description of the Offeror's experience and expertise in the requirements management software that the Offeror is proposing to use;
- Identify any software the Contractor will be using to fulfill the contract and identify seat license fees that the Department would incur to use the software during subsequent technical design and software development phases;
- Identify the Offeror's travel requirements, if applicable (e.g. number of people, trips, days) for this project;
- Identify each proposed subcontractor, if any, with whom the Offeror will work to satisfy one or more of the Task Orders and to generate the final product, describe the value-added of each subcontractor, and provide support for why each subcontractor's participation is necessary for successful completion of the project; and

- Identify the steps the Offeror will take to maintain necessary staffing level and labor mix to satisfy the Task Orders and produce the final product.

For Factor 8, the Offeror will:

- Provide the total price for the job on the front of the Request for Proposal;
    - Disaggregate the total price for the job to reflect
        - The price of the completed system scope document (Task Orders 1 through 2.)
        - The price of the completed system requirements document (Task Orders 3 through 6.)
        - The price of purchase or rent of any applicable software used during the contract;
- Provide the monthly/annual rate to support modeling consultant hours during the project;
- Identify the ad hoc loaded hourly rate and proposed man-years to support the project; and
- Identify the cost that the Department will incur to purchase software and identify the cost to the Department, on an ongoing basis, in maintenance and access fees for software to maintain the system design beyond the contract period.

M3.c. Proposal Preparation

- The Offeror's price will include labor, fringe benefits, overhead, travel and other direct costs, subcontractors, general and administrative fees, profit for the base year, and all options;
- The Offeror's estimation of the minimum number of trips to DOT headquarters in Washington DC and the estimation of the minimum number of trips to other locations if applicable;
- The Offeror will submit a written technical proposal and specifications (e.g. a total of no more than 50 pages, excluding resumes and conflict of interest statements); and
- The Offeror will also submit the pricing information requested on the RFP.

M.4 AWARD

By virtue of awarding this single-period, fixed-price contract, the Department would

- Purchase and own the set of system requirements specifications, the analysis and background material in electronic form as it resides in the requirements management software, and a printed copy of the system requirement specifications document outright; and
- Have own-system access to all software needed to use the methodology/model for the contract period.

M4.b. Criteria

The award will be based on the best value to the Department. The Department will first examine proposals to eliminate those that are clearly nonresponsive to the stated requirements. The Department will then score all proposals based on the six Evaluation Criteria Factors described in Section M3a. of this document.

Upon completion of the scoring, the Department may recommend short-listing the proposals that are potentially acceptable as finalists. The Department will request presentations from and

interviews with Offerors whose proposals have been selected as finalists. Oral presentations from finalists will be made in Washington, DC, at a time and place to be determined by the Department. The Offeror understands that the arrangement of oral presentations must be accomplished entirely at the expense of the Offeror. If oral presentations are requested by the Department, the Offeror's proposed key personnel are required to attend and take an active role in presenting the Offeror's proposal. The Department may at that time elect to interview the Offeror's proposed key personnel. Subcontractors that have been deemed critical to the Offeror's proposal must also attend and take an active role. These presentations may only address the components of this RFP and the Offeror's specific proposal; the presentation may not be used to change or alter the proposal or for sales purposes.

The Department reserves the right to conduct detailed reference checks on the finalists, including contacting any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects.

The Department reserves the right to award other than the lowest overall price. The Department also reserves the right to issue such clarifications, modifications, and/or amendments to this RFP, prior to the award date, as it may deem appropriate.

M.4c.

Government's objective is to obtain the highest technical quality considered necessary to achieve the functional objectives, with realistic and reasonable price. The Government may use a trade-off process as a means of selecting the most qualified Offeror to support the requirements set forth in the Statement of Work contained in this RFP.

Proposals will be evaluated for technical merit, past performance and cost/price in accordance with the evaluation criteria outlined in this section. Technical Approach (40%): Contractor understanding of the requirement, their reasonableness and logic of approach, and the immediate availability of dedicated resources to fulfill this requirement.

Past Performance, (35%): The Contractor must demonstrate (provide references and phone numbers) experience in the activities listed above. The past performance/experience of the contractor's division and/or personnel performing this statement of work (SOW) will be evaluated.

Price: Criteria "A" and "B" are comparatively equal in importance, but combined are significantly more important than price.

Prospective Offerors are advised that a proposal meeting the objectives and requirements with the lowest cost/price may not necessarily be selected if award of a higher priced proposal is determined to be most advantageous to the Government. However, since cost/price is only somewhat less important than technical, and the Government anticipates making an award on initial offer, offerors are cautioned regarding the importance of their cost/price proposal.

The proposal must demonstrate to the Government's satisfaction that the Offeror will provide a program that will ensure the successful accomplishment of the statement of work consistent with the stated performance and technical parameters. The Government will evaluate the Offeror on the basis of the material presented in the written proposals.

The Government will reserve the right to make an award based on initial proposals.

Proposals that are so deficient that cannot be made acceptable without substantial correction, which would then constitute a new proposal, may be rejected and no discussions will be held with rejected offers. Failure to provide the information requested in this RFP may be considered "non-responsive".

Exceptions submitted in accordance with Section L may be grounds for dismissal from further consideration. The exceptions will not be evaluated separately, but will be considered as part of the overall evaluation and will be considered appropriately.

M.5 EVALUATION PROCESS

Each proposal will be evaluated both quantitatively and qualitatively to determine the Offeror's understanding of the RFP requirements and the extent to which the proposal provides evidence that the requirements will be met. Each proposal will be evaluated to determine the extent to which the Offeror understands the requirements and has proposed a logical, well-defined and meaningful approach along with a sound methodology to meet the requirements of the RFP. The Government is conducting this source selection in accordance with the competitive negotiation source selection procedures contained in Federal Acquisition Regulation (FAR), Part 15.

Negotiations may be conducted with those offerors whose responsive, technically acceptable technical proposals, satisfactory past performance and combined with their cost proposals, place them in the competitive range. Negotiations will be conducted to the extent deemed necessary by the Government. **Therefore, offerors are cautioned to submit proposals on the most favorable basis since the government reserves the right to make an award without discussion, in accordance with FAR 52.215-1, Instructions To Offerors -Competitive Acquisition.**

M.6 COMPETITIVE RANGE

The Contracting Officer will make the determination as to which offers are in the "Competitive Range." The Competitive Range shall be comprised of all the most highly rated proposals unless the range is further reduced for purposes of efficiency pursuant to FAR 15.306(c) (2).

The initial number of offers considered as being within the competitive range may be reduced when, as a result of the written or oral discussions, or when an offer has been determined to no longer have a reasonable chance of being selected for award.

M.7 DISCUSSION/ FINAL PROPOSAL REVISION

All Offerors selected to participate in discussions will be advised of deficiencies, serious weaknesses, and other aspects whose remedying might materially enhance their proposal, as well as negative comments concerning past performance. Offerors will be presented a reasonable opportunity to revise price and technical parts of their proposal accordingly

and to address unfavorable reports of past performance. A final common cut-off date which allows a reasonable opportunity for submission of written responses to discussion issues will be established, and those Offerors remaining in the competitive range will be notified to submit a final proposal revision.

M.8 COST/PRICE PROPOSAL

The offeror's Cost/Price proposal will be submitted as a separate volume in the format prescribed in the solicitation, and retained by the cognizant Contracting Officer for review and use by the SSB following completion of technical evaluations.

Cost/Price will be reviewed for reasonableness, realism/market consistency and balance. As a result of this review, cost/price will be used by the Government in its best value final award decision process. Since cost/price is only somewhat less important than technical, and the Government anticipates making an award on initial offer, offerors are cautioned regarding the import of their cost/price proposal.

For realism/market consistency, proposed labor, materials and other cost elements provided in response to the solicitation will be compared to Government's Independent Cost Estimates, independent market survey research results, comparison of the relative price of the proposal and individual rates in each respective proposal, in relation to the other proposals and or other identified references. Rates, materials or other cost found to be substantially lower than the "market" will require further evaluation of the proposal to ensure that performance will not be impacted by the low rates, inadequate materials, or the offeror's ability to perform. For balance, a review will be conducted of the costs within the proposal and determine whether labor, materials, warranty or other cost elements are considered consistent and/or adequate to provide continuity of service and/or deliverables. This analysis is intended to identify any unusual disparity, inconsistency or gaps associated with the cost proposal, as well as associate proposed Price/cost aspects of the Offeror's proposal with available industry and comparable information.

M.8 UNBALANCED OFFERS

The Government reserves the right to reject an offer if it is materially unbalanced as to prices and it is determined that award of such an offer would not result on the lowest overall accost to the Government, or may otherwise be improper. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

M.9 EVALUATION FACTORS

The following three technical, non-price, factors and their respective overall weighting will be used to evaluate the proposals "Technical Volume I" submission. Weighting within each factor (sub-factor) is generally of equivalent weight. Major factors considered in the evaluation of offers are as follows:

- Technical Approach – 40%
- Past Performance – 35%
- Price - 25 %